Cancer Therapy Evaluation Program, National Cancer Institute
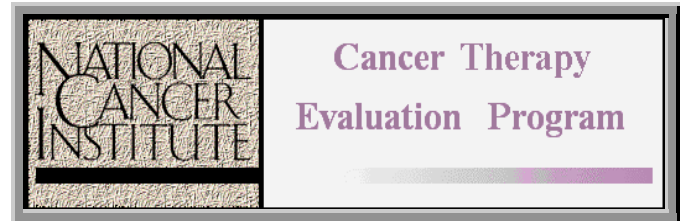
Cancer Therapy
Evaluation Program

CTMB Audit Information System - Cooperative Group Activities

Capital Technology Information Services, Inc.
Version 1.0 — 12/31/1998

CTIS

BUILDING THE FUTURE
T O G E T H E R™

The Clinical Trials Monitoring Branch (CTMB) Audit Information System (AIS):

Cancer Therapy Evaluation Program (CTEP)

Division of Cancer Treatment, Diagnosis, and Centers (DCTDC)

National Cancer Institute (NCI)

National Institutes of Health (NIH)

By:

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Under the Information Management and Computer Support Contract
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Introduction

This user guide takes you through accessing and using the Clinical Trials Monitoring Branch (CTMB) Audit Information System (AIS) to efficiently schedule audits, assign and review auditors, submit final reports, track follow-up items and to view roster information and submit updates. The user guide is divided into eight sections. It is assumed that the user has already accessed the CTMB AIS on the web site. The eight user guide sections are as follows:

1. Introduction,
2. Scheduling Audits for Institutions in Roster,
3. Managing Cooperative Group Auditors,
4. Submitting Final Reports,
5. Perform Follow-up Activities,
6. View Roster Information and Submit Updates,
7. Review Reports, and
8. Manipulating the User Documentation Guide.

Actions to be performed by the user are shown on the left side of the page. Illustrated examples of the steps performed are shown on the right side of each page.

Conventions

Specific terminology and rules of usage must be understood when following the step-by-step instructions in this user guide. The conventions adopted for use in this manual are as follows:

- Select   A single click with the left-most mouse button,
- Double-click A double-click of the left-most mouse button,
- **Bold**   Indicates the exact screen name of the item you are clicking,
- *Italics*   Indicates the exact screen name of an item on the screen which appears as a direct result of a user action
- "Data"   Information in quotes indicates data that is typed by the user,
- <Key name> Indicates the name of the key that should be pressed, and
- <u>Underline</u>   indicates information that must be replaced by specific text by the user.

Web Page Description

The CTMB AIS web pages are divided into distinct areas, or, frames. As the pointer arrow is moved across the Web page, it will turn into a pointing finger when it "points" at an area that may be selected and accessed. Do not attempt to type in any area in which a colored cursor appears. Acceptable data entry areas will display a black, static cursor when they are selected. You may return to the main menu at any time during the audit process by selecting **Back** at the top of any window, or **Return to Main Menu** at the bottom of any window. The scroll bars to the right and bottom of the window may be used to view data that is off screen.

Field names in *plain text italic* are optional entry fields. Field names displayed on the screens in **bold text** are required entry fields, except for the Query forms. The Query form field names are all displayed in bold text, but are not required entries.

From any menu on the CTMB AIS, the user may select **Return to Main Menu** to return to the CTMB Audit Information System main menu. Also located at the bottom of each menu is the option to send email with any questions or comments to NCI's CTEP Help Desk. These options may be selected pointing and clicking.

The following is the Main Menu for the CTMB AIS.
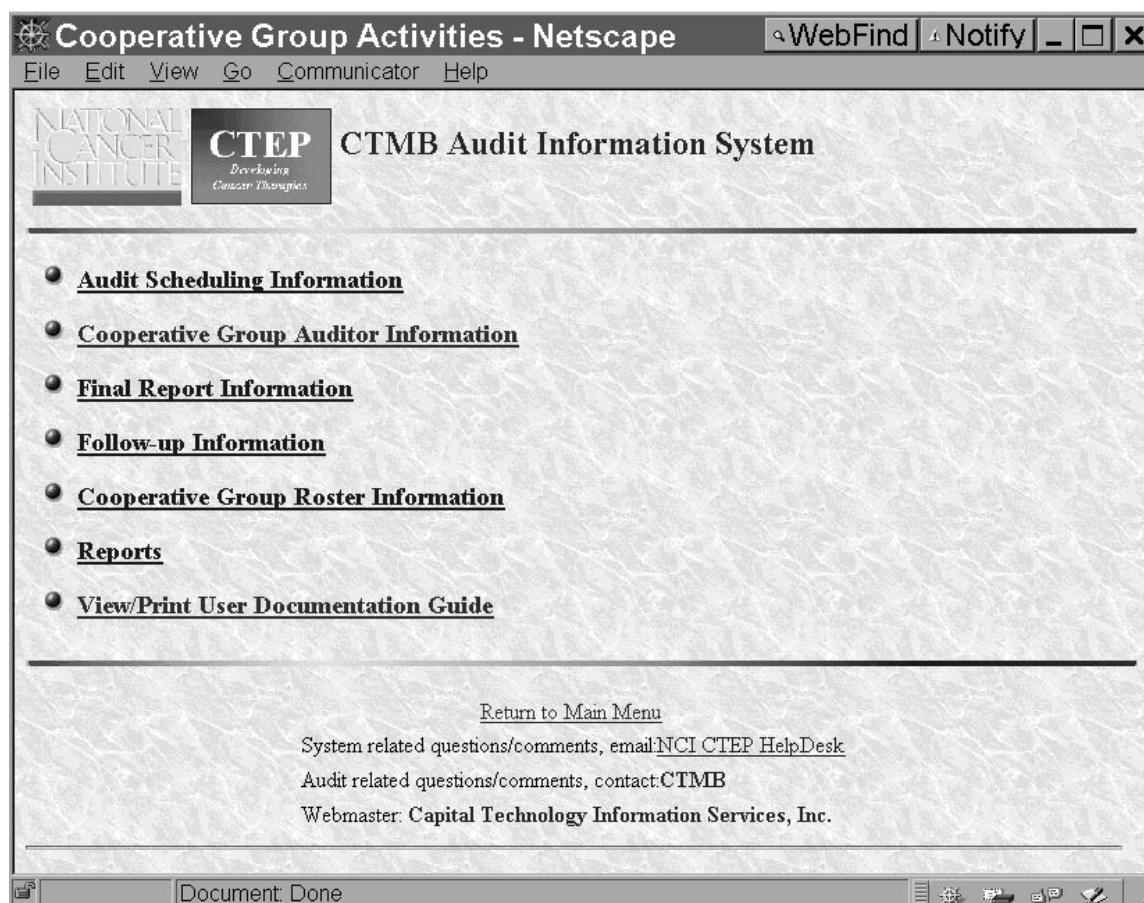
CTMB AIS Web Page

Standard On-Screen Function Keys

Specific keys will appear on windows throughout the CTMB AIS web pages. These keys will always perform in the same manner when selected. The following is a listing of these standard keys and the function they perform when selected:

Clear	Clears any user entered data from the displayed window
Delete	Deletes the user specified information
Find	Finds the user specified information
Last	Takes the user to the last page of information when multiple pages are involved
New	Displays a new form or screen
Next	Takes the user to the next displayed screen of information when multiple pages are involved
Previous	Takes the user back to the previously displayed screen of information when multiple pages are involved
Requery	Provides another count of the information displayed
Save	Saves any user entered information currently entered on a form

Adobe Acrobat Reader

The software product, Adobe Acrobat Reader, is used in conjunction with the CTMB AIS to review and print reports: And option has been added to the applicable menus to allow you to download a free copy of this product.

Scheduling Audits for Institutions in Roster

Only Cooperative Groups can schedule an audit for their members. Before an audit can be scheduled for an institution/Community Clinical Oncology Program (CCOP) for a particular group, that institute/CCOP must be on the Cooperative Group roster for that group. An audit can be either a regular audit, or a re-audit of a particular institution. If a re-audit is pending for an institution, then no regular audit can be scheduled for that institution until the re-audit is performed. The following sections take you through the processes involved in scheduling an audit for an institution/CCOP.

Schedule a New Audit

This section provides specific instructions for scheduling a new audit for an institution/CCOP.

Note: The order in which you choose to assign auditors, audit sites, and audit locations is optional. You need not follow the particular order indicated in this section of the user guide.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.
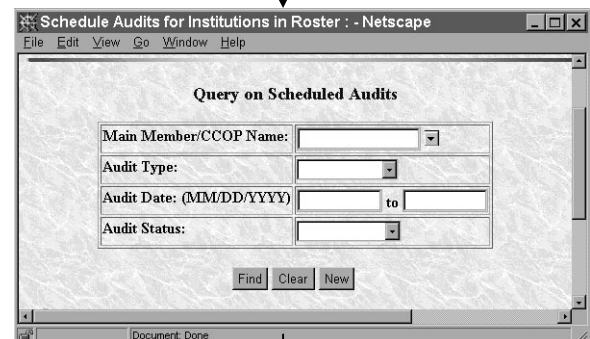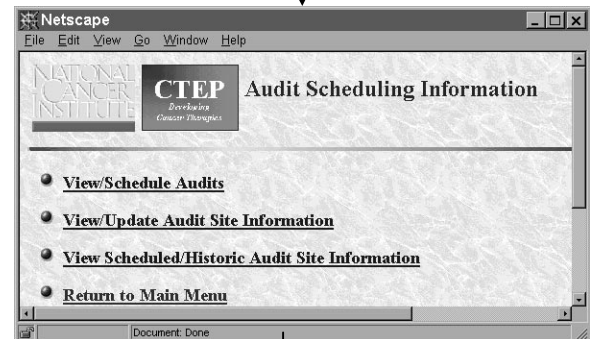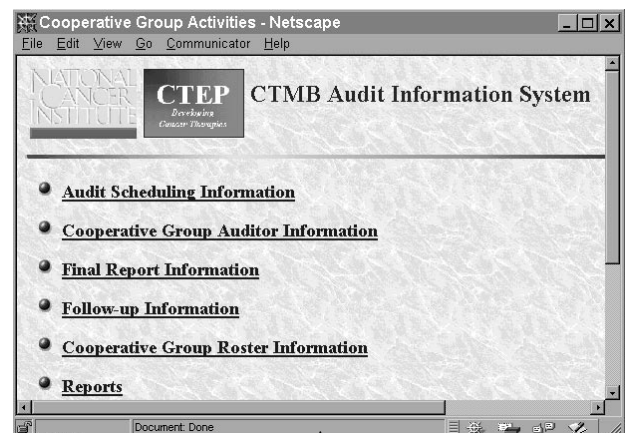
   The *Audit Scheduling Information* window appears.

2. Select **View/Schedule Audits** from the **Audit Scheduling Information** window.

   The *Query on Scheduled Audits* window appears.

3. Select **New** from the bottom of the **Query on Scheduled Audits** window.

   The *Schedule a New Audit* window appears.

4. Click on the **Main Member/CCOP Name:** field down arrow to search for the main member/CCOP name.

    The *List Of Values: Main Member/CCOP Name* window appears.

5. Select the main member/CCOP name from the list on the left.

    OR,

6. Type a known part of the name in the **Search criterion for Main Member/CCOP Name** field using the wildcard **%** for the unknown portion, select **Find**, and select the main member/CCOP name when it is found.

    The *List Of Values: Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Schedule a new Audit* window.

7. Click on the **Audit Type:** down arrow and select **Routine audit** or **Reaudit**.

    The selected audit type appears in the *Audit Type:* field.

    Note: **Routine audit** is the default for this field.

8. Enter the beginning date of the audit in the **Audit Date: (MM/DD/YYYY)** field.

    The user specified date appears in the *Audit Date (MM/DD/YYYY):* field.

9. Enter _the beginning time of the audit_ in the *Audit Time:* field.

    The data entered by the user appears in the *Audit Time:* field.

    Note: Any ten characters may be entered in this field. No more than ten may be entered. This is an optional entry.

10. Enter the <u>audit duration in days</u> in the **Audit Duration (in days):** field.

    The user specified duration appears in the *Audit Duration (in days):* field.

    Note: This field should be entered in numeric format. Valid entries are **.5** through **9**.

    Note: From this window, you may choose to **View/Print Audit Schedule Detail Report** (if available)

11. Select **Save** from the bottom of the **Schedule a new Audit** window.

    The *Scheduled Audits* window is displayed with the newly entered audit displayed. The audit is scheduled.

    Note: Now the audit sites, audit location, and auditors must be scheduled for this audit.

12. Scroll to the bottom of the **Scheduled Audits** window and select **Audit Sites**.

    The *Audit Sites* frame appears in the left frame of a window.

13. Select **Assign Audit Sites** from the **Audit Sites** frame.

    A frame listing available audit sites for the new audit appears on the right side of the window.

14. Click in the box for each audit site to be assigned.

    A check mark will appear in each selected audit site box.

Screen 1: Schedule Audits for Institutions in Roster : - Netscape

Scheduled Audits

Success!
Row inserted

Main Member/CCOP Name:	ALBERT EINSTEIN COLL. OF MED
Main Member/CCOP NCI Code:	NY043
City:	BRONX
State:	NY
Membership Type:	Main Member
Audit Type:	Routine audit
Audit Date: (MM/DD/YYYY)	12/01/1998
Audit Time:	0800
Audit Duration (in days):	2
Audit Status:	Scheduled

Save Delete Clear New

● Audit Sites

Document: Done

Screen 2: Schedule Audits for Institutions in Roster : - Netscape

Audit Time:	0800
Audit Duration (in days):	3
Audit Status:	Scheduled

Save Delete Clear New

● Audit Sites

● Audit Location

● Auditors

● View/Print Audit Schedule Detail Report

● Return to Scheduled Audits List

Document: Done

Screen 3: Schedule Audits for Institutions in Roster : Audit Sites - Netscape

Audit Sites

No Records returned

ReQuery

● Assign Audit Sites

● Audit Location

● Auditors

● Return to Scheduled Audits

SWOG, AZ020, MAYO CLINIC-SCOTTSDALE, 04/04/1999, Routine audit

☑ AZ020, MAYO CLINIC-SCOTTSDALE, Scottsdale, AZ, 87653, Main Member, Active, 09/30/1998, Prevention

☑ AZ027, ARIZONA CANCER CENTER, Flagstaff, AZ, 86666, Affiliate, Active, 10/15/1998, Prevention

☑ NM011, LOVELACE MEDICAL CENTER, Carlsbad, NM, 80654, Affiliate, Active, 10/10/1998, Prevention

Assign Audit Sites

● Return to Previous Page

Document: Done

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15. Scroll to the bottom of the audit site listing in the right frame and select **Assign Audit Sites**.

    The *Audit Sites* frame appears on the right side of the window with the first audit site in the left frame list appearing in detail on the right.

    Note: This saves the information entered.

    Note: To change the audit site shown in the right frame, select the desired site from the left frame.

16. Click on the **Audit Category:** field down arrow and select **Treatment**, **Prevention**, **Combined**, or **UCOP**.

    The selected audit category appears in the *Audit Category:* field.

17. Scroll to the bottom of the right frame and select **Save**.

    The right *Audit Sites* frame indicates *Success*.

18. Scroll to the bottom of the *Audit Sites* in the left frame and select **Audit Location**.

    The *Audit Location* frames appear on the left and right sides of the window with the right side providing a form for entry of specific audit location information.

    Note: Remember that all text appearing on a window in *plaintext italics* indicates optional entries while **bold text** indicates required entries.

19. Select **Assign Audit Location** from the left frame.

    The available audit location listings appear in the right frame.

20. Click in the box for each location to be assigned.

    A circle will appear in the selected location box.

    Note: This step must be performed prior to completing the optional entries. Otherwise, the optional entry fields will be blanked when the location is selected.

21. Select **Assign Location** from the bottom of the right frame.

    The right *Audit Location* frame appears with the *Location:*, *Audit City:*, *Audit State:*, *Audit Zip Code:*, and *Country:* fields filled in.

    Note: If the location of the audit will not be one of the sites scheduled, the location address should be typed directly into the form.

22. Enter information related to the contact person for the audit (**Contact Person:**, **Contact Phone:**, **Contact Fax:**, **Contract Email:**, and **Address:**) in the associated optional entry fields.

    The information is displayed in the fields.

23. Select **Save** from the bottom of the right **Audit Location** frame.

    The location is saved and *Success* is indicated in the right frame.

    Note: Selecting **Requery** from the left frame will display the location selected.

---

24. Select **Auditors** from the left **Audit Location** frame.

    The *Auditors* frame appears on the left of the left of the window.

25. Select **Assign Auditors for Audit** from the left frame.

    The list of available auditors for the chosen location appear in the right frame.

26. Click in the box for each auditor to be assigned.

    A check mark will appear in each selected auditor box.

27. Scroll to the bottom of the auditor listing in the right frame and select **Assign Auditors**.

    The *Auditors* frame appears on the right side of the window with specific information on the first auditor appearing in the left list.

    Note: Select **Requery** from the left frame to view the auditors you selected.

    Note: You may delete the auditor appearing in the right frame if so desired by selecting **Delete**.

28. Select **Audit Sites** from the left frame to schedule auditors and co-site auditors for individual sites if desired.

    The **Audit Sites** frames are redisplayed.

29. Select **Site Auditors** from the **Auditor Site** frame on the right.

    Note: You may choose to **View/Print the Preliminary Report** (if available) from the right frame at this point.

    The **Site Auditors** frames listing the available auditors for this audit appears.

30. Select **Assign Site Auditors** from the left frame.

    The right frame lists the available auditors for the selected site.

31. Click in the box for each auditor to be assigned.

    Check marks appear in each selected auditors box.

32. Scroll to the bottom of the auditor listing in the right frame and select **Assign Auditors**.

    The *Site Auditors* frame appears on the right side of the window with specific information on the first auditor appearing.

    Note: You may also select **Cosite Auditors** to assign co-site auditors.

33. Select **Requery** from the left frame.

The left **Site Auditors** frame lists the auditors selected in the previous steps.

Note: To view specific information on any auditor in this list, click on that auditor's name and specific information for that auditor will appear in the right frame.

Note: At this point in the process, you have scheduled a new audit, assigned auditors, assigned audit sites, and assigned audit locations. You have completed this task.

34. Complete the above steps to assign the required auditors and co-site auditors to each site.

Query a Scheduled Audit

This section provides specific instructions for querying an audit that has already been scheduled. All user entered information on the scheduled audit is available for review through this task. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.
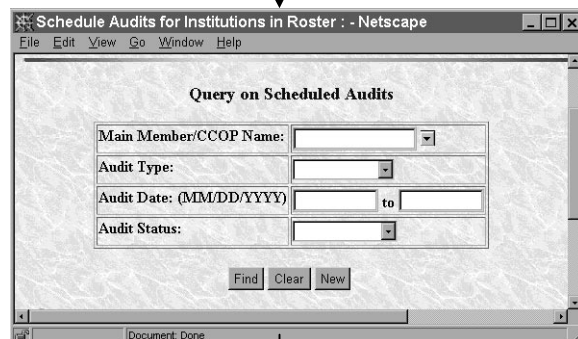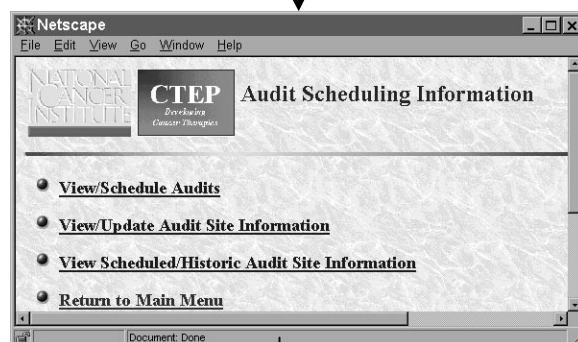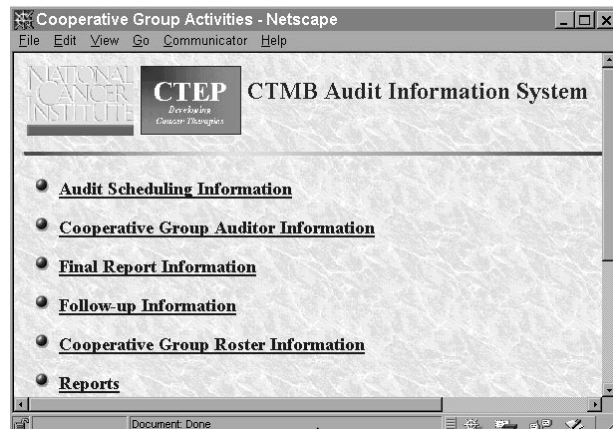
   The *Audit Scheduling Information* window appears.

2. Select **View/Schedule Audits** from the **Audit Scheduling Information** window.

   The *Query on Scheduled Audits* window appears.

3. Click on the **Main Member/CCOP Name:** field down arrow to search for the main member/CCOP name.

   The *List Of Values: Main Member/CCOP Name* window appears.

4. Select the main member/CCOP name from the list on the left.

   OR,

5. Type a known part of the name in the **Search criterion for Main Member/CCOP Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the main member/CCOP name when it is found.

   The *List Of Values: Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Query on Scheduled Audits* window.

6. Click on the **Audit Type:** down arrow and select **Routine audit** or **reaudit**.

   The selected audit type appears in the *Audit Type:* field.

7. Enter the audit date in the **Audit Date (MM/DD/YYYY):** fields in the MM/DD/YYYY format.

   The user specified dates appear in the *Audit Date (MM/DD/YYYY):* fields.

8. Click on the **Audit Status:** down arrow and select the status for this audit.

   The selected audit status appears in the *Audit Status:* field.
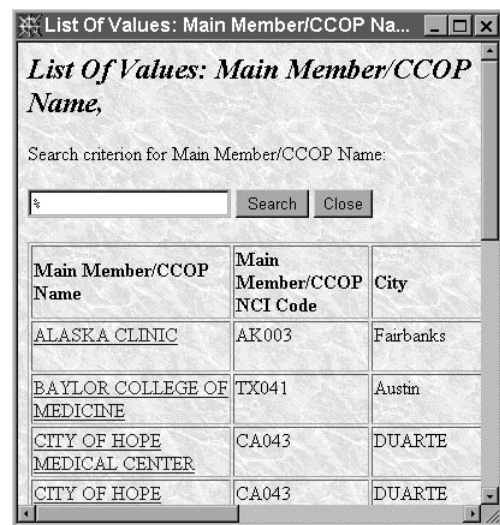
9. Select **Find** at the bottom of the **Query on Scheduled Audits** window.

   The *Scheduled Audits List* window appears with the audits, which matched the specified query data displayed.
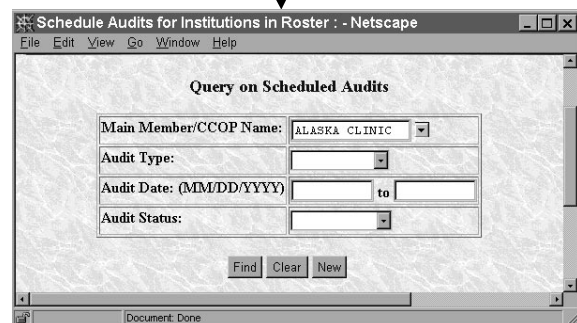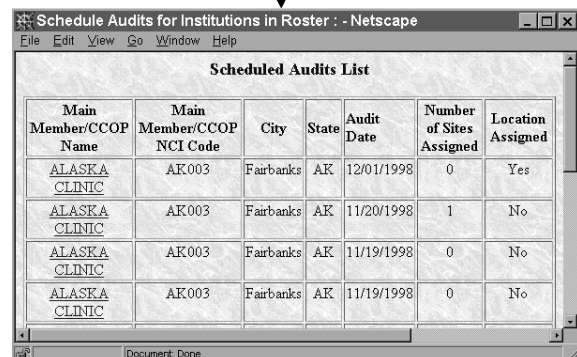
   Note: If **Find** is selected prior to entering any specific query information, the entire list of scheduled audits will be displayed in the *Scheduled Audits* window.

   Note: You may select **Requery** from the bottom of this window to update the current display.

   Note: The *Scheduled Audits* window lists audits scheduled in descending order by audit date.

Modifying Existing Audit Information for a Scheduled Audit

This section provides specific instructions for modifying existing information for a scheduled audit. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information. The following steps describe updating all possible audit information. Complete only those steps that are required.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

   The *Audit Scheduling Information* window appears.

2. Select **View/Schedule Audits** from the **Audit Scheduling Information** window.

   The *Query on Scheduled Audits* window appears.

3. Select **Find** from the bottom of the **Query on Scheduled Audits** window.

   The *Scheduled Audits List* window appears.

   Note: The *Scheduled Audits List* window lists audits scheduled in descending order by audit date.

4. Select the <u>main member/CCOP name</u> from the list on the left.

   The *Scheduled Audits* window appears with the selected audit information displayed.

5. Modify the <u>required audit information</u> on the **Scheduled Audits** window.

6. Select **Save** from the bottom of the **View Scheduled Audits** window.

   The *Scheduled Audits* window is displayed, indicating *Success* and the modified information is saved.

   Note: If changes are also required for the audit sites, audit location, or auditors, refer to Schedule a New Audit on page 5 and modify the required information using the steps within that procedure.

Delete a Scheduled Audit

This section provides specific instructions for deleting a scheduled audit for an institution/CCOP. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

   The *Audit Scheduling Information* window appears.

2. Select **View/Schedule Audits** from the **Audit Scheduling Information** window.

   The *Query on Scheduled Audits* window appears.

3. Select **Find** from the bottom of the **Query on Scheduled Audits** window.

   The *Scheduled Audits List* window appears.

   Note: You may select **Requery** from the bottom of this window to update the current display.

   Note: The *Scheduled Audits List* window lists audits scheduled in descending order by audit date.

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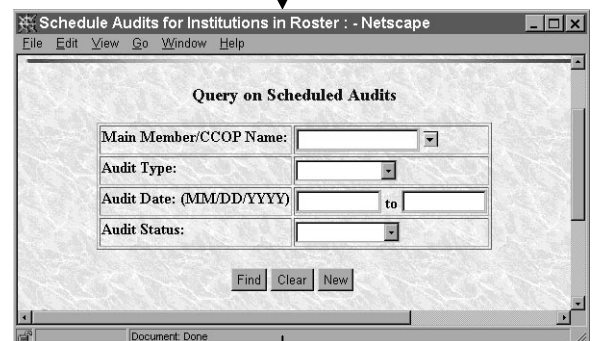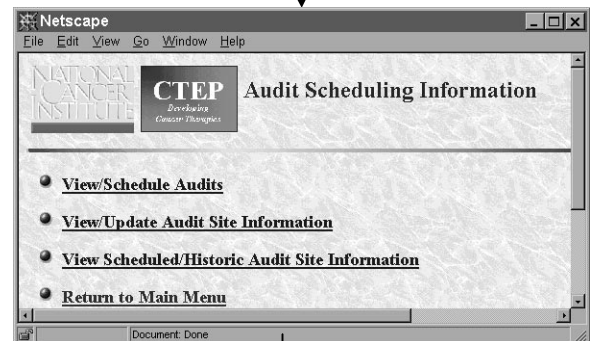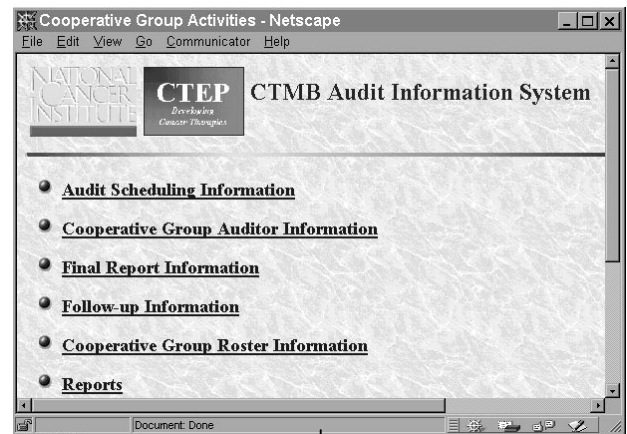
4. Select the <u>main member/CCOP name of the audit to be deleted</u> from the list on the left.

   The *Scheduled Audits* window appears with the selected audit information displayed.

5. Select **Delete** from the bottom of the **Scheduled Audits** window.

   The *Please confirm the delete* dialog box appears.

6. Select **OK** to delete the selected audit from the list.

   Note: You may select **Cancel** to stop the deletion.

   A message is returned indicating successful deletion of the specified audit.

View/Update Information on Audit Sites

Information on audit sites is available for query and update through the CTMB AIS. This section covers accessing and updating the available information on audit sites. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information. This procedure updates all possible audit information. Complete only those steps that incorporate the required modifications.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

   The *Audit Scheduling Information* window appears.

2. Select **View/Update Audit Site Information** from the **Audit Scheduling Information** window.

   The *Query on Audit Sites* window appears.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

   The *List Of Values: Institution Name, Institution NCI Code, Membership Type* window appears.

   Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of institution NCI code and membership type.
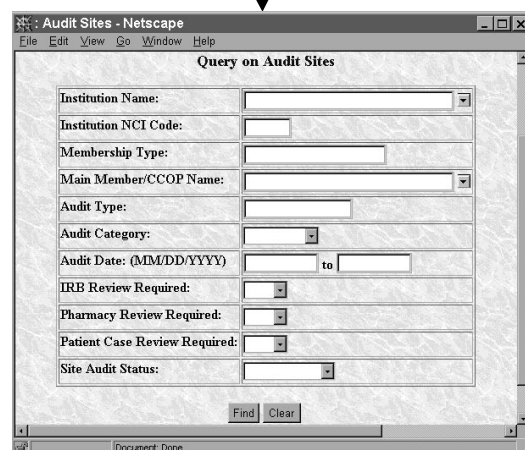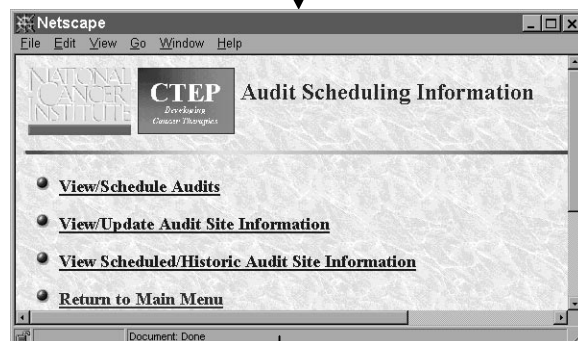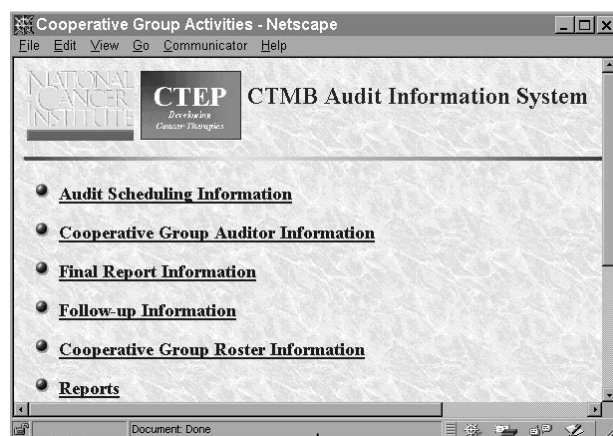
4. Select the <u>institution name</u> from the list on the left.

   OR

5. Type a part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired <u>institution name</u> when it appears.

   The *List Of Values: Institution Name, Institution NCI Code, Membership Type* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Audit Sites* window. The *Institution NCI Code:* and the *Membership Type:* fields are automatically filled in for the selected institution name.

6. Click on the **Main Member/CCOP Name:** down arrow to search for the name.

   The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Start Date* window appears.

   Note: Typing in the member name, instead of using the down arrow in this field, will not allow for automatic update of audit type and audit start date.

7. Select the <u>main member/CCOP name</u> from the list on the left.

   OR

8. Type a known part of the name in the **Search criterion for Main Member/CCOP Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired <u>member name</u> when it appears.

   The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Start Date* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Query on Audit Sites* window. The *Audit Type:* and the *Audit Start Date:* fields are automatically filled in for the selected member name.

   Note: If more than one audit is scheduled for the member name you are selecting, ensure the dates match the audit you wish to query.

9.   Click on the **Audit Category:** field down arrow and select **Treatment**, **Prevention**, **Combined**, or **UCOP**.

The selected audit category appears in the *Audit Category:* field.

10. Click on the **IRB Review Required:** field down arrow and select **Yes** or **No**.

The selected IRB review option appears in the *IRB Review Required:* field.

11. Click on the **Pharmacy Review Required:** field down arrow and select **Yes** or **No**.

The selected pharmacy review option appears in the *Pharmacy Review Required:* field.

12. Click on the **Patient Case Review Required:** field down arrow and select **Yes** or **No**.

The selected patient case review option appears in the *Patient Case Review Required:* field.

13. Click on the **Site Audit Status:** field down arrow and select **Scheduled**, **Re-scheduled**, or **Ongoing**.

The selected site audit status appears in the *Site Audit Status:* field.

14. Select **Find** at the bottom of the *Query on Audit Sites* window to view the requested audit information..

The *Audit Sites* frame appears on the left side of the window and the *Audit Sites* frame listing information on the first audit in the left frame appears on the right side of the window.

Note: If **Find** is selected prior to entering known information about the audit sites to be queried, the entire list of audit sites will be displayed.

15. Select the <u>institution name</u> for the site to be reviewed or updated from the list on the left in the left frame.

   The selected audit site information appears in the *Audit Sites* frame on the right.

16. At this point, the **Site Auditors** and **Co-Site Auditors** may be changed if required. You may also select to view or print the preliminary report using **Acrobat Reader**.

   Note: If changes are also required for the audit sites or auditors, refer to the Schedule a New Audit section and modify the required information using the steps within that procedure.

17. Select **Save** from the **Audit Sites** frame on the right.

   The modifications are saved and Success is indicated.

View Scheduled/Historic Audit Site Information

You may view all scheduled and historic audit site information through the CTMB AIS. This section covers accessing and reviewing the scheduled and historic information on audit sites. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

   The *Audit Scheduling Information* window appears.

2. Select **View Scheduled/Historic Audit Site Information** from the **Audit Scheduling Information** window.

   The *Query on Audit Sites* window appears.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

   The *List Of Values: Institution Name, Institution NCI Code, Membership Type* window appears.

   Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of Institution Name, Institution NCI code and Membership Type.

4. Select the <u>institution name</u> from the list on the left.

   OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired <u>institution name</u> when it appears.

   The *List Of Values: Institution Name, Institution NCI Code, Membership Type* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Audit Sites* window. The *Institution NCI Code:* and the *Membership Type:* fields are automatically filled in for the selected institution name.

6. Click on the **Main Member/CCOP Name:** down arrow to search for the name.

   The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Start Date* window appears.

   Note: Typing in the member name, instead of using the down arrow in this field, will not allow for automatic update of Audit type and Audit Date.

7. Select the <u>main member/CCOP name</u> from the list on the left.

   OR

8. Type a known part of the name in the **Search criterion for Main Member/CCOP Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired <u>member name</u> when it appears.

   The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Start Date, Audit State* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Query on Audit Sites* window. The *Audit Type:* and the *Audit Date:* fields are automatically filled in for the selected member name.

   Note: If more than one audit is scheduled for the member name you are selecting, ensure the dates match the audit you wish to query.

9. Click on the **Audit Category:** field down arrow and select **Treatment**, **Prevention**, **Combined**, or **UCOP**.

The selected audit category appears in the *Audit Category:* field.

10. Click on the **IRB Review Required:** field down arrow and select **Yes** or **No**.

The selected IRB review option appears in the *IRB Review Required:* field.

11. Click on the **Pharmacy Review Required:** field down arrow and select **Yes** or **No**.

The selected pharmacy review option appears in the *Pharmacy Review Required:* field.

12. Click on the **Patient Case Review Required:** field down arrow and select **Yes** or **No**.

The selected patient case review option appears in the *Patient Case Review Required:* field.

13. Click on the **Site Audit Status:** field down arrow and select **Scheduled**, **Re-scheduled**, or **Ongoing**.

The selected site audit status appears in the *Site Audit Status:* field.

14. Select **Find** at the bottom of the *Query on Audit Sites* window to view the requested audit information..

The *Audit Sites* frame appears on the left side of the window and the *Audit Sites* frame listing information on the first audit in the left frame appears on the right side of the window.

Note: If **Find** is selected prior to entering known information about the audit sites to be queried, the entire list of audit sites will be displayed.

You may select Auditors from the bottom of the right frame at this point if you wish to review or update the auditors assigned to the site.

Managing Cooperative Group Auditors

All auditor names and particulars for auditor sites may be viewed through the CTMB AIS. Auditors may also be added and deleted as required. The following sections take you through the processes involved in managing cooperative group auditors.

Add a Cooperative Group Auditor

Cooperative group auditors may be added to the group of auditors currently listed on the CTMB AIS. This section covers adding a new auditor to the auditor list.

1. Select **Cooperative Group Auditor Information** from the **CTMB Audit Information System** window.

   The *Cooperative Group Auditor Information* window appears.

2. Select **Maintain Auditor List** from the **Cooperative Group Auditor Information** window.

   The *Cooperative Group Auditor* frame appears on the left side of the window, listing the available auditors, and the *Cooperative Group Auditor* frame on the right provides specific information on the first auditor in the list.

3. Select **New** from the bottom of the right *Cooperative Group Auditor* frame.

   The right frame provides a blank entry area for the new auditor information.

4. Type auditor name in the **Auditor Name:** field.

5. Type auditor title in the **Title:** field.

6. Type auditor affiliation in the **Affiliation:** field.

7. Type auditor email address in the **Email:** field.

8. Select **Save** from the bottom of the right frame.

   Success is indicated and the new auditor information is displayed in the right frame.
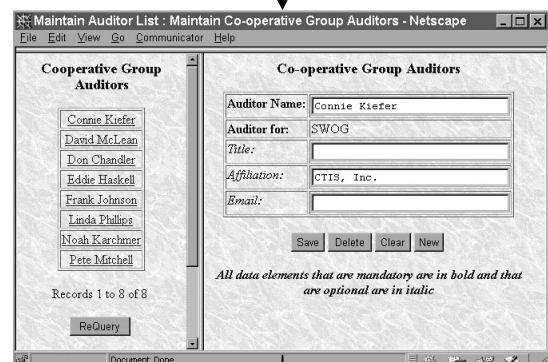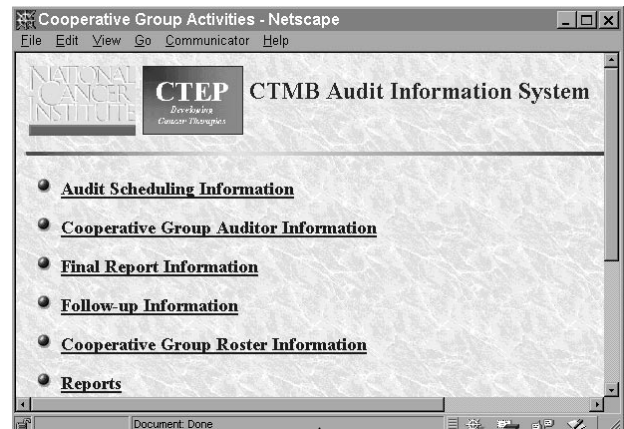
9. Select **ReQuery** from the bottom of the left **Cooperative Group Auditor** frame to update the list to include your new addition.

The left *Cooperative Group Auditor* List frame displays the new auditor information.

Note: You may need to use the **Next** option to scroll through the list of auditors to view your new addition.

Delete a Cooperative Group Auditor

Cooperative group auditors may be deleted from the group of auditors currently listed on the CTMB AIS. This section covers deleting an auditor from the auditor list.

1. Select **Cooperative Group Auditor Information** from the **CTMB Audit Information System** window.

    The *Cooperative Group Auditor Information* window appears.

2. Select **Maintain Auditor List** from the **Cooperative Group Auditor Information** window.

    The *Cooperative Group Auditor* frame appears on the left side of the window, listing the available auditors, and the *Cooperative Group Auditor* frame on the right provides specific information on the first auditor in the list.

3. Select the <u>auditor you wish to delete</u> from the left frame.

    The selected auditor information appears in the right frame.

    Note: You may need to use the **Next** option to scroll through the list of auditors and locate the auditor you wish to delete.

4. Select **Delete** from the bottom of the right frame to delete the displayed auditor from the auditor list.

    The *Please confirm the delete* dialog box appears.
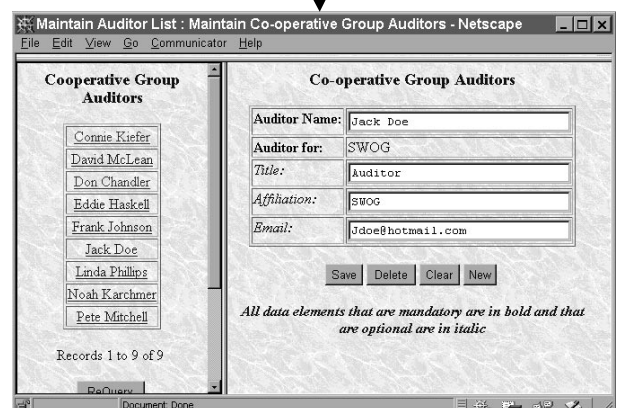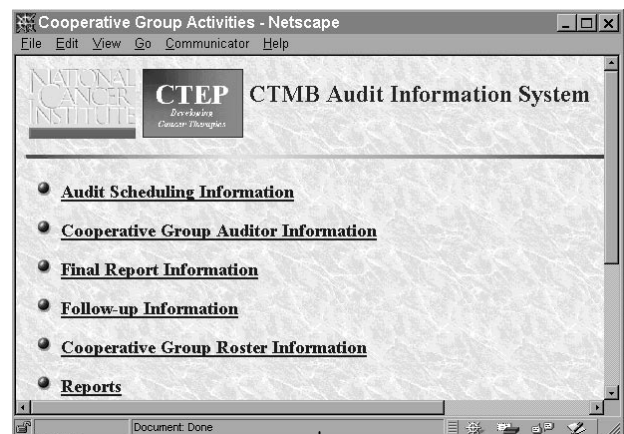
5. Select **OK** to delete the selected auditor from the list.

    Note: You may select **Cancel** to stop the deletion.

    The *Cooperative Group Auditors* frame indicates that the deletion was successful.

    Note: You may select ReQuery from the bottom of the Cooperative Group Auditor List frame on the left to view the updated auditor list.

View all Assigned Auditors for Auditor Sites
You may view all auditors assigned at audit sites. This section coves accessing and reviewing the available information on specific auditors at audit sites. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Cooperative Group Auditor Information** from the **CTMB Audit Information System** window.

   The *Audit Scheduling Information* window appears.

2. Select **View Assigned Auditors for Audit Sites** from the **Cooperative Group Auditor Information** window.

   The *Query on Assigned Auditors for Sites* window appears.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

   The *List Of Values: Institution Name* window appears.

4. Select the institution name from the **Institution Name** list on the left that corresponds to the institution you are searching for.

   OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired member name when it appears.

   The *List Of Values: Institution Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Assigned Auditors for Sites* window.
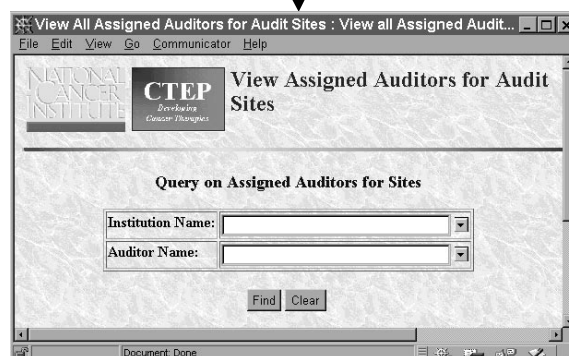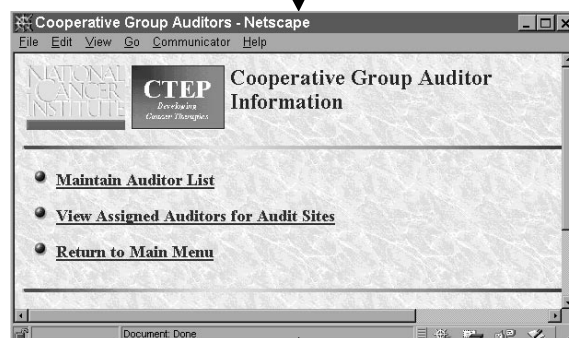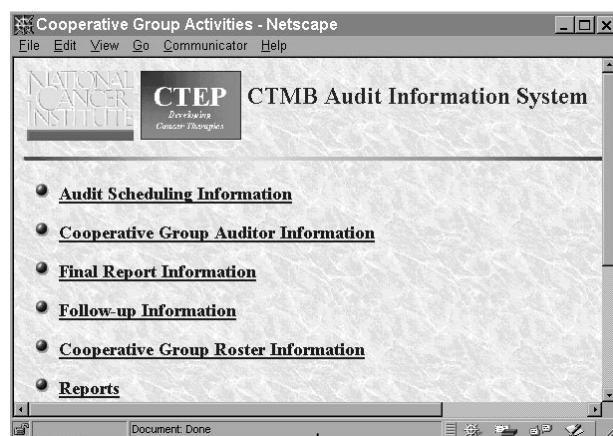
6. Click on the **Auditor Name:** down arrow to search for the desired auditor.

   The *List Of Values: Auditor Name, Id* window appears.

7. Select the underline auditor name from the **Auditor Name** list on the left.

   OR

   Type a known part of the auditor name in the **Search criterion for Auditor Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired auditor name when it appears.

   The *List Of Values: Auditor Name, ID* window is removed from the screen and the selected name is displayed in the *Auditor Name:* field of the *Query on Assigned Auditors for Sites* window.

List Of Values: Institution Name, - Netsc...

List Of Values: Institution Name,

Search criterion for Institution Name:

| % | Find | Close |

Institution Name	Institution NCI Code	Audit Type	Audit Category
AKRON GENERAL MEDICAL CENTER	OH053	Routine audit	UCOP
ALASKA CLINIC	AK003	Routine audit	Prevention
ARIZONA CANCER CENTER	AZ027	Routine audit	Prevention
BAPTIST MED CTR	AL028	Routine audit	UCOP
BAPTIST MED CTR	AL028	Reaudit	UCOP

View All Assigned Auditors for Audit Sites : View all Assigned Auditors fo...

File Edit View Go Communicator Help

NATIONAL CANCER INSTITUTE   **CTEP** *Developing Cancer Therapies*   View Assigned Auditors for Audit Sites

Query on Assigned Auditors for Sites

Institution Name: MAYO CLINIC-SCOTTSDALE
Auditor Name:

Find Clear

Document: Done

List Of Values: Auditor Name, Id - Netsc...

List Of Values: Auditor Name, Id

Search criterion for Auditor Name:

| % | Find | Close |

Auditor Name	Title	Affiliation	Email
Connie Kiefer		CTIS, Inc.	
David McLean		Capital Technology Information Services, Inc.	dmclean@ctisinc.com
Don Chandler	Assistant Auditor	SWOG	dchandler@anywher

8. Select **Find** at the bottom of **the Query on Assigned Auditors for Sites** window to view the requested information.

The **Assigned Auditors for Sites** frame listing all assigned auditors appears on the left of the window and the **Assigned Auditors for Sites** frame listing specifics on the first auditor in the left frame appears on the right.

Note: If **Find** is selected prior to entering known information about the assigned auditors, the entire list of auditors will be displayed. You may choose an institution name from the left frame to view the assigned auditors for that institution.

Submitting Final Reports

Final reports for all audits must be submitted through the CTMB AIS. Through this system, you may submit reports, review reports that have already been submitted, view final report comments, and view CTMS final reports.

Prepare Group Final Reports

Group final reports must be prepared and submitted at the completion of an audit. This section covers preparation and submission of the final report for an audit.

1. Select **Final Report Information** from the **CTMB Audit Information System** window.

    The *Final Report Information* window appears.

2. Select **Prepare Final Reports** from the **Final Report Information** window.

    A *Final Reports* frame listing available final reports is displayed in the left frame and a right *Final Reports* frame shows specifics on the first final report in the left frame listing.

    Note: Any report that has been started but that has not yet been submitted to CTMB will appear in the left frame.

3. Select **New** from the bottom of either frame.

    The *Enter a New Final Report* form is displayed in the right frame.
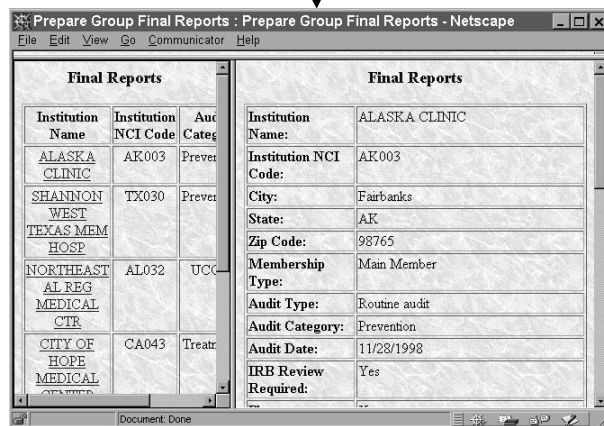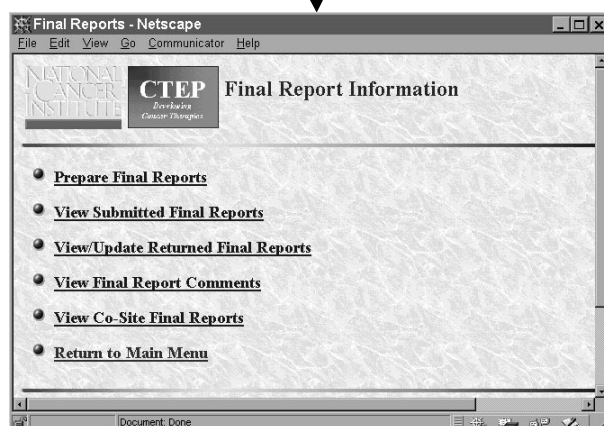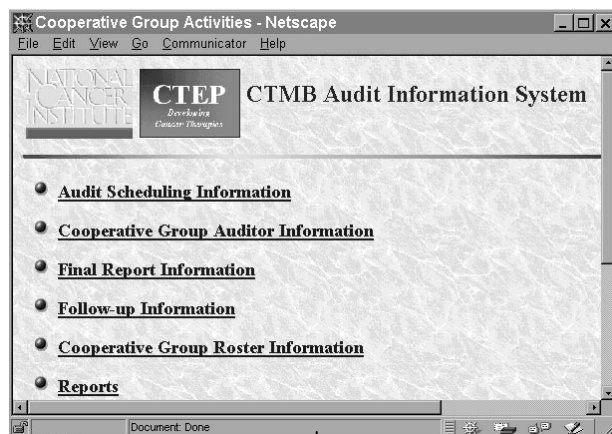
4. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of institution NCI code.

5. Select the institution name from the list on the left.

OR

6. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Enter a New Final Report* frame. The *Institution NCI Code* field is automatically filled in for the selected institution name.

7. Type the name of the principal investigator in the *Principal Investigator:* field.

8. Type the average annual accrual in the *Average Annual Accrual:* field.

Note: This is a numeric entry field.

9. Type the number of cases that were audited in the *Number of Cases Audited:* field.

Note: This is a numeric entry field.

10. Select **Save** from the bottom of the right frame.

Success is indicated and the *Final Report* frame on the right appears with the newly saved final report data.

11. Select **Audit Staff** from the bottom of the right frame.

    The *Audit Staff* frame appears in the left of the window listing any auditors that are scheduled to attend the audit as well as any cosite auditors. The right frame provides specific information on the first auditor listed in the left frame.

12. Select **New** from the bottom of either **Audit Staff** frame.

    A blank *Complete Audit Staff Information* frame appears on the right.

13. Type the auditor's name in the **Name:** field.

14. Click on the **Staff Type:** down arrow and select **Institution staff**, **Audit Team**, or **Co-site visitor**.

    The selected staff type appears in the *Staff Type:* field.

15. Type the title of the auditor in the **Title:** field.

16. Type the affiliation of the auditor in the **Affiliation:** field.

17. Select **Save** from the bottom of the **Complete Audit Staff Information** frame.

    Success is indicated in the *Audit Staff Information* frame on the right.

    Note: Select *ReQuery* from the left frame to update the information appearing in the left frame.

    Note: Continue with this process until all audit staff has been entered.
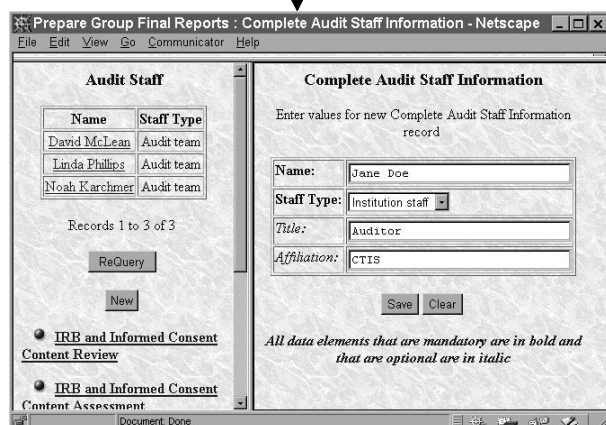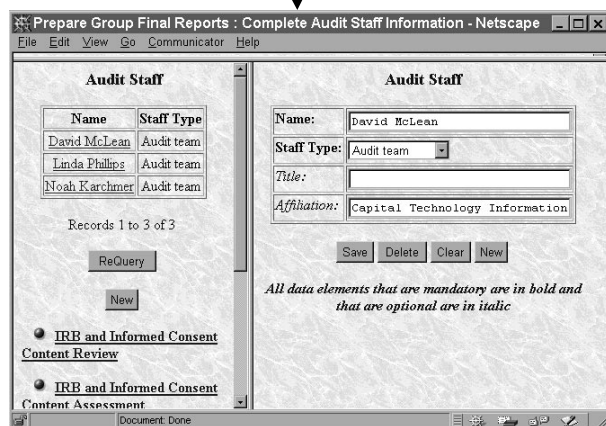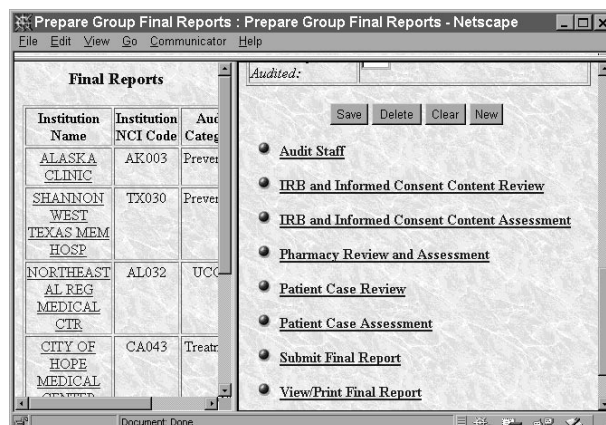
18. Select **IRB and Informed Consent Content Review** from the bottom of the left frame.

   The *IRB and Informed Consent Content Review* left frame appears listing the reviews and the right frame provides specifics on the first IRB review listed in the left frame.

19. Select **New** from the bottom of either frame.

   A blank *IRB and Informed Consent Content Review* frame appears on the right.

20. Click on the **NCI Protocol Number:** down arrow to search for the desired protocol number.

   The *List Of Values: NCI Protocol Number* window appears.

21. Select the protocol number from the list on the left.

    OR
    Type a known part of the protocol number in the **Search criterion for NCI Protocol Number:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired NCI protocol number when it appears.

    The *List Of Values: NCI Protocol Number* window is removed from the screen and the selected name is displayed in the *NCI Protocol Number:* field of the *Complete IRB Component Review* frame.

22. Type the number of patients for which cases were reviewed in the **Number of Patients:** field.

23. Click **Yes** or **No** for the **Were IRB deficiencies found for this protocol:** field.

24. Type any general comments about the deficiencies found in the *Overall comments for IRB deficiency:* field.

25. Click **Yes** or **No** for the **Was Informed consent content reviewed:** field.

26. Click **Yes** or **No** for the **Was Informed consent content satisfactory:** field.

27. Type any general comments about the informed consent in the **Overall comments for Informed consent content:** field.

28. Select **Save** from the bottom of the right frame.

    Success is indicated in the right frame and specifics are supplied about the specified review.

29. Click on **IRB Deficiencies** in the **Were IRB deficiencies found for this protocol:** field.

The *IRB Deficiencies* frame appears on the right.

Note: This option will appear only if *IRB Deficiencies* were found.

30. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

31. Select **OK**, **Major**, or **Lessor** in the **IRB Deficiency Rating:** field.

The selected rating appears in the field.

32. Select **Save** from the bottom of the **IRB Deficiencies** frame on the right.

Success is indicated.

33. Select **Return to IRB and Informed Consent Content Review** from the left frame.

The **IRB and Informed Consent Content Review** frames are displayed.

34. Select **IRB and Informed Consent Content Assessment** from the left frame.

The **IRB and Informed Consent Content Assessment** frames appear.

35. Click on the **IRB and Informed Consent Content Assessment** down arrow and select **Acceptable**, **Acceptable** needs follow-up, or **Unacceptable**.

The selected option appears in the field.

36. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

37. Select **Save** from the bottom of the right frame.

Success is indicated.

38. Select **Pharmacy Review and Assessment** from the left frame.

The **Pharmacy Review and Assessment** frames appear.

39. Select **New** from the bottom of the left frame.

    A blank *Pharmacy Review and Assessment* frame appears on the right with any defaulted values filled in.

40. Click **Yes** or **No** for all fields on this form.

    Note: Comments must be included for all answers indicating a deficiency.

41. Select **Save** from the bottom of **Pharmacy Review and Assessment** frame on the right.

    Success is indicated.

42. Select **Patient Case Review** from the left frame.

    The *Patient Case Review* frames appear.

43. Select **New** from the bottom of either frame.

    A blank *Patient Case Review* frame appears on the right with defaulted values filled in.

44. Click on the **NCI Protocol Number:** down arrow to search for the desired protocol number.

    The *List of Values: NCI Protocol Number* window appears.

45. Select the NCI protocol number from the list on the left.

    OR

46. Type a known part of the name in the **Search criterion for NCI Protocol Number:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired NCI protocol number when it appears.

    The *List Of Values: NCI Protocol Number* window is removed from the screen and the selected name is displayed in the *NCI Protocol Number:* field of the *Patient Case Component Review* frame.

47. Type the patient number in the **Patient Number:** field.

48. Click **Yes** or **No** for all fields on this form.

    Note: Comments must be included for all answers indicating a deficiency.

49. Select **Save** from the bottom of the right frame.

    Success is indicated.

    Note: Any deficiencies entered must be responded to. They will appear on this form as a link called **Deficiency Review** in the associated deficiency.

50. Select the **Deficiency Review** link for any deficiencies noted.

    The appropriate deficiency frames appear.

51. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

52. Select **Save** from the bottom of the right frame.

Success is indicated.

53. Select **Return to Patient Case Review** from the left frame.

The *Patient Case Review* frames are displayed.

54. Select **Patient Case Assessment** from the left frame.

The *Patient Case Assessment* frames are displayed.

55. Select **New** from the left frame.

The *Complete Patient Case Component Assessment* appears in the right frame.

56. Click on the **Review of Patient Case Records Assessment:** down arrow and select **Acceptable**, **Acceptable needs follow-up**, or **Unacceptable**.

The selected option appears in the field.

57. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

58. Select **Save** from the bottom of the right frame.

Success is indicated.

59. Select **Submit Final Report** from the left frame.

    The *Submit Final Report* frames appear with appropriate information already filled in on the right frame.

60. Enter optional information as required.

    Note: You may select **Expand Comments** to have a larger data entry area to type your comments.

61. Select **Yes** in the **Submit Final Report:** field to submit the report now.

62. Select **Save** from the bottom of the right frame.

    Success is indicated.

    Note: You may select **Audit Staff** at anytime during this procedure to add or delete current audit staff associated with this report.

63. Select **Return to Final Reports** from the left frame.

    The **Final Reports** frames are displayed.

    Note: You may continue submitting final reports at this time.

64. Select **View/Print Final Reports** from the bottom of the right frame.

    Note: Select this option only to view the final report itself. This option utilizes **Acrobat Reader** to display the report on screen. You may print the report using Acrobat.

View Submitted Group Final Reports

You may review group final reports that have already been submitted. This section covers reviewing these reports. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Final Report Information** from the **CTMB Audit Information System** window.

   The *Final Report Information* window appears.

2. Select **View Submitted Final Reports** from the **Final Report Information** window.

   The *Query on Final Report Information* window is displayed

3. Click on the **Institution Name:** down arrow to search for the desired institution.

   The *List Of Values: Institution Name, Institution NCI Code, City, State/Province, Zip/Postal Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window appears.

   Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the institution name from the list on the left.

   OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired institution name when it appears.

    The *List Of Values: Institution Name, Institution NCI Code, City, State/Province, Zip/Postal Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report Information* window. All fields are automatically filled in for the selected institution name.

6. Select **Find** from the bottom of the **Query on Final Report Information** window.

    The **Final Reports** listing is displayed in the left frame for the available final reports and specific information on the first report in the list is displayed in the **Final Reports** right frame.

    Note: At this time you may scroll to the bottom of the right frame and select to review **Audit Staff, IRB and Informed Consent Component**, **IRB and Informed Consent Assessment**, **Pharmacy Review and Assessment**, **Patient Case Component**, **Patient Case Assessment**, or **Submission Information** on the specific final report. You may also choose to **View/Print Final Report**, which is performed using **Acrobat Reader**.

View/Update Returned Final Reports

You may review final and/or update final reports that have been returned. This section covers reviewing and updating these reports.
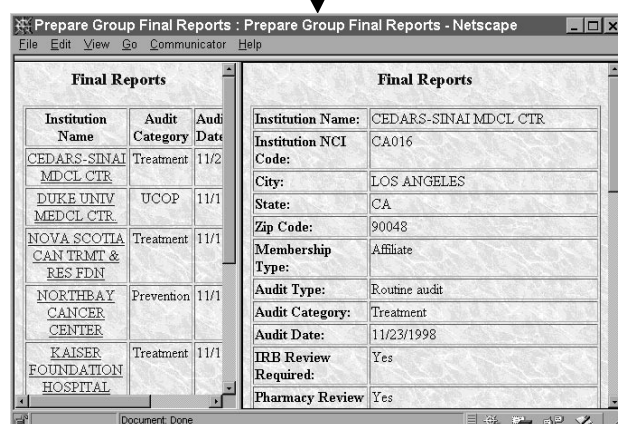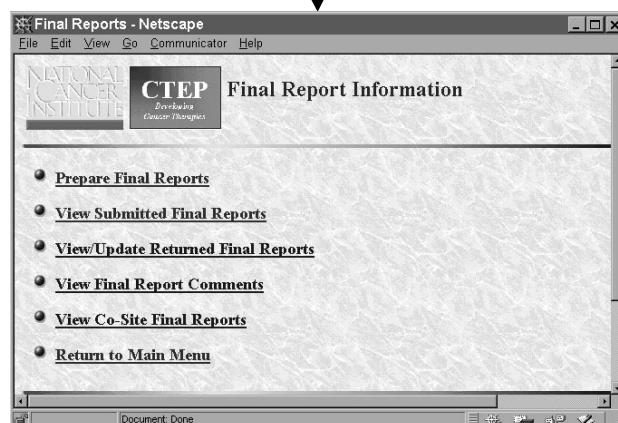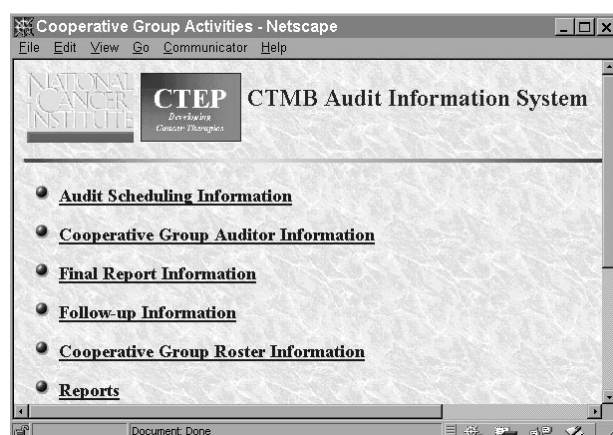
1. Select **Final Report Information** from the **CTMB Audit Information System** window.

   The *Final Report Information* window appears.

2. Select **View/Update Returned Final Reports** from the **Final Report Information** window.

   The **Final Reports** listing is displayed in the left frame for the available final reports and specific information on the first report in the list is displayed in the **Final Reports** right frame.

   Note: At this time you may scroll to the bottom of the right frame and select to review **Audit Staff, IRB and Informed Consent Component**, **IRB and Informed Consent Assessment**, **Pharmacy Review and Assessment**, **Patient Case Component**, **Patient Case Assessment**, or **Submission Information** on the specific final report. You may also choose to **View/Print Final Report**, which is performed using **Acrobat Reader**.

View Final Report Comments

You may review final report comments. This section covers reviewing final report comments. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Final Report Information** from the **CTMB Audit Information System** window.

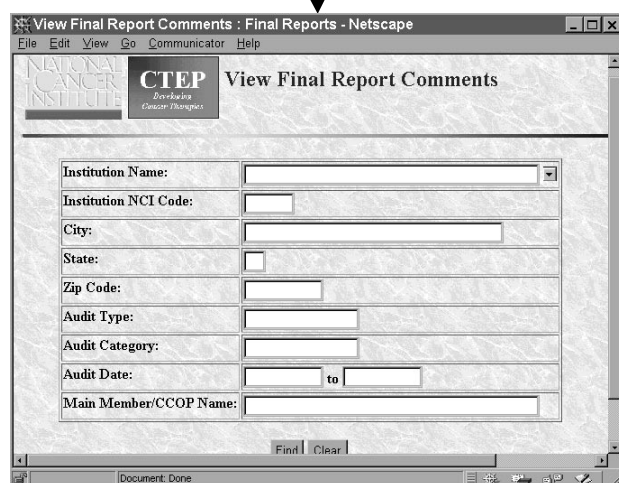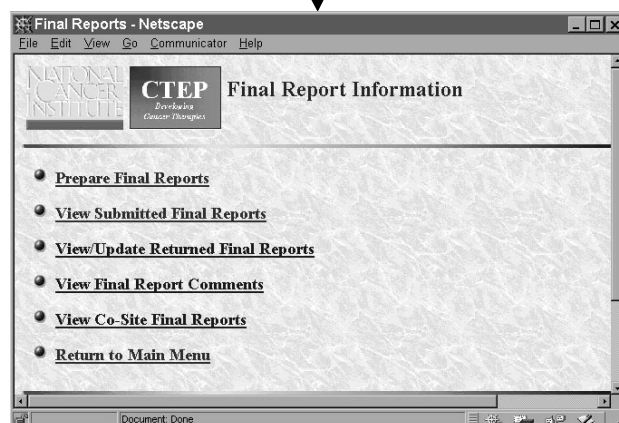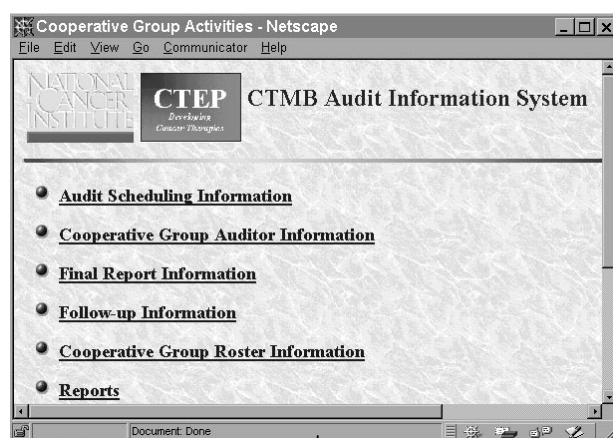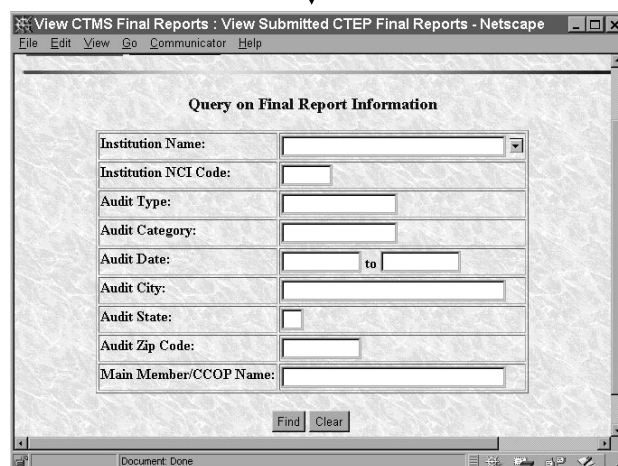   The *Final Report Information* window appears.

2. Select Review Final Report Comments from the Final Report Information window.

   The **View Final Report Comments** window is displayed.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

   The *List Of Values: Institution Name, Institution NCI Code, City, State, Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window appears.

   Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the <u>institution name</u> from the list on the left.

   OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired <u>institution name</u> when it appears.

   The *List Of Values: Institution Name, Institution NCI Code, City, State, Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *View Final Report Comments* window. All fields are automatically filled in for the selected institution name.

6. Select **Find** from the bottom of the **View Final Report Comments** window.

   The available final reports are displayed in the left **Final Report Comments** frame and the comments associated with the first report in the listing are displayed in the right **Final Report Comments** frame.
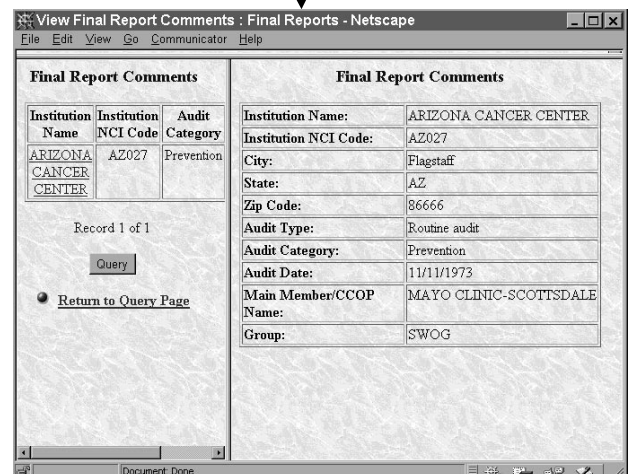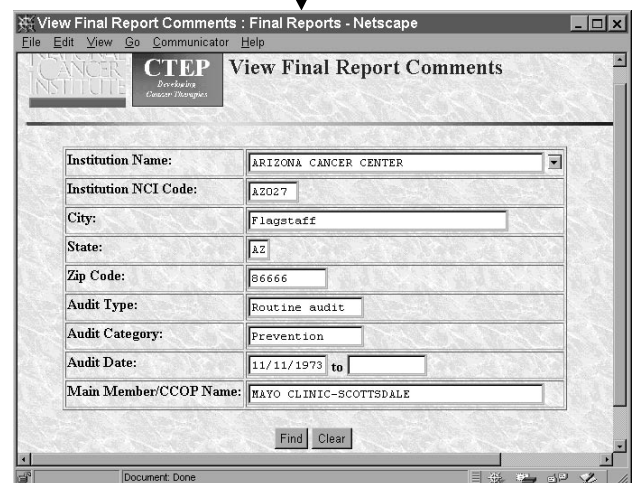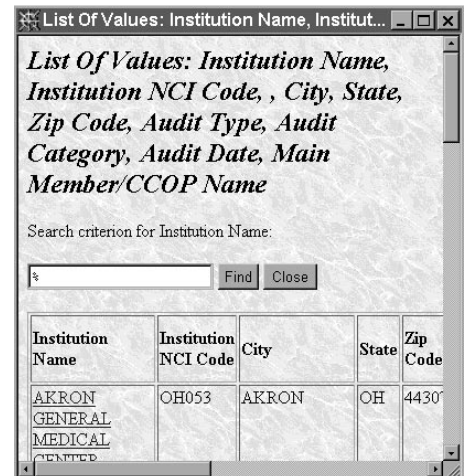
View Co-site Final Reports

You may review Co-site final reports that have already been submitted. This section covers reviewing these reports. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Final Report Information** from the **CTMB Audit Information System** window.

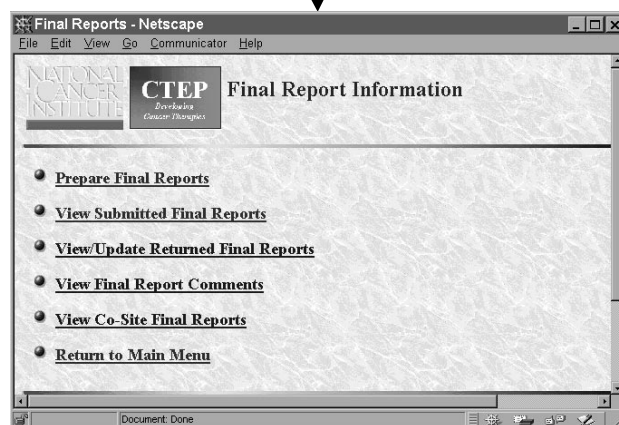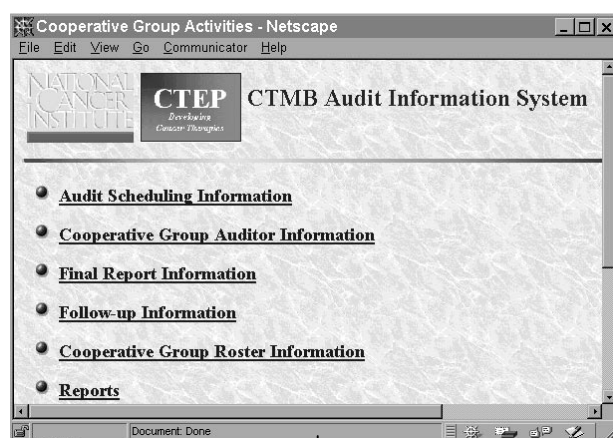   The *Final Report Information* window appears.

2. Select **View Co-site Final Reports** from the **Final Report Information** window.

    The *Query on Final Report Information* window is displayed

3. Click on the **Institution Name:** down arrow to search for the desired institution.

    The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code, Main Member/CCOP Name* window appears.

    Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the institution name from the list on the left.

   OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired institution name when it appears.

   The *List Of Values: Institution Name, Institution NCI Code, Audit City, Audit State, Audit Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Reports Information* window. All fields except the **Group** field are automatically filled in for the selected institution name.

6. Select **Find** from the bottom of the **Query on Final Reports Information** window.

   The **Final Reports** frame listing co-site final reports appears in the left frame and the first report listed in the left frame appears in its entirety in the **Final Report** right frame.

   Note: To view one of the other final reports listed in the left frame in its entirety in the right frame, select the *Institution Name* on the left in the left frame.

   Note: At this time you may scroll to the bottom of the right frame and select to review **Co-Site Auditor Information, IRB and Informed Consent Component**, **Pharmacy Component**, **Patient Case Component**, **Exit Interview Section**, **General Comments Section**, or **Submission Information** on the specific final report. You may also choose to **View/Print Final Report**, which is performed using **Acrobat Reader**.

Perform Follow-up Activities

Follow-up activities are performed after the completion of an audit and the submission of the audit final report. All follow-up information may be reviewed and updated. The following section takes you through the process of viewing/updating follow-up information.

View/Update Follow-up Information

You may view and update follow-up information once the audit is complete and the final report is submitted. This section covers review and update of follow-up information. All fields on the Query screen do not need to be completed to find existing information.

1. Select **Follow-up Information** from the **CTMB Audit Information System** window.

   The *Follow-up Information* window appears.

2. Select **View/Update Follow-up Information** from the **Follow-up Information** window.

   The *Query on Final Reports* window is displayed

3. Click on the **Institution Name:** down arrow to search for the desired institution.

   The *List Of Values: Institution Name, Institution NCI Code, Audit City, Audit State, Audit Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window appears.

   Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the <u>institution name</u> from the list on the left.

    OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired <u>institution name</u> when it appears.

    The *List Of Values: Institution Name, Institution NCI Code, Audit City, Audit State, Audit Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report* window. All fields are automatically filled in for the selected institution name.

6. Select **Find** from the bottom of the **Query on Final Reports** window.

    The final reports listing reports with follow-up information appears in the left **Final Reports** frame and specifics on the first report in the listing appears in the right **Final Reports** frame.

    Note: You may select **Review Follow-up Items** from the right frame to review specific follow-up comments.

View Roster Information and Submit Updates

Roster information may be reviewed and updates to the roster may be submitted. You may also review the submitted roster update forms. The following section takes you through the process of reviewing roster information and submitting updates.

View Cooperative Group Roster

You may review the existing cooperative group roster. This section covers review of the cooperative group roster. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

   The *Cooperative Group Roster Information* window appears.

2. Select **View Cooperative Group Roster** from the *Cooperative Group Roster Information* window.

   The *Query on Cooperative Group Roster* window is displayed

3. Click on the **Institution NCI Code:** down arrow to search for the desired institution.

   The *List Of Values: Institution NCI Code, Institution Name* window appears.

   Note: Typing in the institution NCI code, instead of using the down arrow in this field, will not allow for automatic fill in of the institution name.

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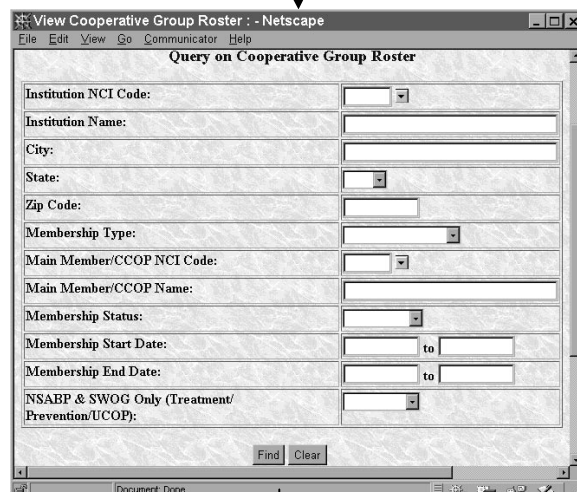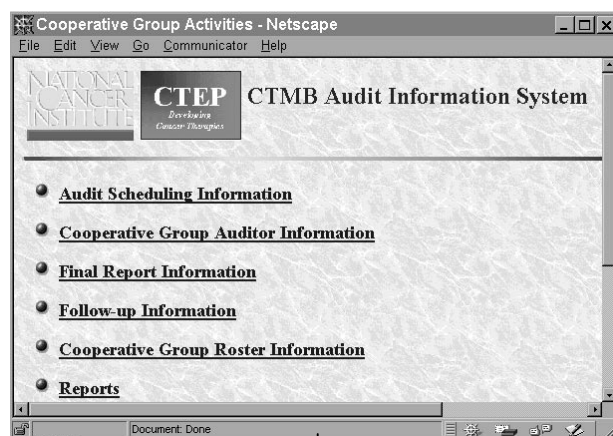
4. Select the <u>institution NCI code</u> from the list on the left.

OR

5. Type a known part of the code in the **Search criterion for Institution NCI Code:** field using the wildcard **%** for the unknown portion, select **Find**, and select the desired <u>institution NCI code</u> when it appears.

The *List Of Values: Institution NCI Code, Institution Name* window is removed from the screen and the selected code is displayed in the *Institution NCI Code:* field of the *Query on Cooperative Group Roster* window. The *Institution Name:* field is automatically filled in for the selected institution code.

6. Type the <u>name of the city</u> where the institution is located in the **City:** field.

7. Click on the **State:** field down arrow and select the <u>state location</u>.

The selected state or province appears in the *State:* field.

8. Type the <u>zip code</u> where the institution is located in the **Zip Code:** field.

9. Click the **Membership Type:** down arrow and select **Main Member**, **Affiliate**, **CCOP**, or **CCOP Component**.

The selected membership type appears in the *Membership Type:* field.

10. Type <u>main member/CCOP NCI code</u> in the **Main Member/CCOP NCI Code:** field.

OR, if the code is unknown,

11. Click on the **Main Member/CCOP NCI Code:** field down arrow to search for the main member/CCOP code.

The *List Of Values: Main Member/CCOP NCI Code, Main Member/CCOP Name* window appears.

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12. Select the main member/CCOP NCI code from the list on the left.

OR,

13. Type a known part of the name in the **Search criterion for Main Member/CCOP NCI Code** field using the wildcard **%** for the unknown portion, select **Find**, and select the main member/CCOP NCI code when it is found.

The *List Of Values: Main Member/CCOP NCI Code* window is removed from the screen and the selected NCI code is displayed in the *Main Member/CCOP NCI Code:* field and the *Main Member/CCOP Name:* field is automatically filled in.

14. Click on the **Membership Status:** field down arrow and select **Active**, **Terminated**, or **Withdrawn**.

The selected membership status is displayed in the *Membership Status:* field.

15. Type the membership start date of the institution in the **Membership Start Date:** field in the MM/DD/YYYY format.

16. Type the membership end date of the institution in the **Membership End Date:** field in the MM/DD/YYYY format if the institution has been terminated or withdrawn

17. Click on the **Membership Study Type:** down arrow and select **Treatment** or **Prevention**.

The selected membership study type appears in the *Membership Study Type:* field.

18. Click on the **NSABP & SWOG Only (Treatment/Prevention/UCOP) :** down arrow and select one of the options.

The selected option appears in the field.

19. Select **Find** from the bottom of the **Query on Cooperative Group Roster Query Form** window.

The *Cooperative Group Roster* for the selected institution appears, if specifics were selected.

Submit Update Requests for Existing Roster

You may submit requests to change the existing cooperative group roster. This section covers submitting changes to the existing cooperative group roster.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

   The *Cooperative Group Roster Information* window appears.

2. Select **Submit Requests for Roster Changes** from the *Cooperative Group Roster Information* window.

   The *Submit Requests for Roster Changes* window is displayed

3. Select **Submit Update Requests for Existing Roster** from the *Submit Requests for Roster Changes* window.

   The left frame is displayed with a list of submitted requests. The right frame provides specific information on the first update request in the left list.

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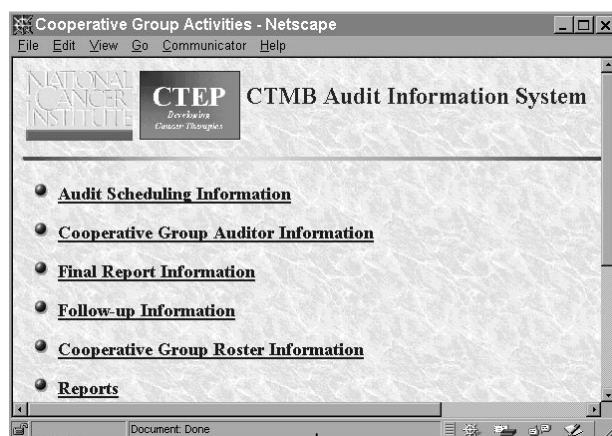
4. Select **New** from the bottom of either frame.

   A new *Submit Updates for Institutions in Roster* frame on the right appears.

5. Type the <u>date of the request</u> in the **Request Date (MM/DD/YYYY):** field in MM/DD/YYYY format.

6. Type the <u>name of the requester</u> in the **Requester Name:** field.

7. Type the <u>phone number of the requester</u> in the **Requester Phone:** field.

8. Type the <u>email address of the requester</u> in the **Requester Email:** field.

9. Click on the **Correct Institution Name:** down arrow to search for the desired institution.

   The *List Of Values: Current Institution Name, Institution NCI Code*: window appears.

   Note: Typing in the correct institution name, instead of using the down arrow in this field, will not allow for automatic fill in of the institution NCI code.

10. Click on **Yes** or **No** in the **Change of Membership Status:** field to select if the membership status is to be changed.

11. Type the <u>date of the status change</u> in the **Date of Status Change: (MM/DD/YYYY)** field.

12. Click on the **New Membership Status:** field down arrow and select **Active**, **Terminated**, or **Withdrawn**.

13. Click on **Yes** or **No** in the **Change of Membership Type:** field to select if the membership type is to be changed.

14. Type the <u>date of the membership type change</u> in the **Date of Membership Type Change: (MM/DD/YYYY)** field.

15. Click on the **New Membership Type:** field down arrow and select **Main Member**, **Affiliate**, **CCOP**, or **CCOP Component**.

16. Click on **Yes** or **No** in the **Change of Main Member/CCOP:** field to select if the main member/CCOP is to be changed.

17. Type the <u>date of the main member/CCOP change</u> in the **Date of Main Member/CCOP Change: (MM/DD/YYYY)** field.

18. Click on the **New Main Member/CCOP Name:** down arrow to search for the desired member.

    The *List Of Values: New Main Member/CCOP Name, New Main Member/CCOP NCI Code* window appears.

    Note: Typing in the new main member/CCOP name, instead of using the down arrow in this field, will not allow for automatic fill in of the new main member/CCOP NCI code.

    Note: The example shown here does not change this option.

19. Click on **Yes** or **No** in the **Change of Institution Name:** field to select if the institution name is to be changed.

20. Type the <u>date of the name change</u> in the **Date of Name Change: (MM/DD/YYYY)** field.

21. Type the <u>new name for the institution</u> in the **New Name:** field:

22. Type any <u>group internal comments on the change</u> in the **Group's Internal Comments:** field.

23. Type any <u>group comments for CTMB</u> in the **Group's Comments for CTMB:** field.

24. Click on **Yes** or **No** in the **Submit Update Form:** field to select if the update form is to be submitted.

25. Select **Save** from the bottom of the right frame.

Success is indicted in *the Submit Updates for Institutions in Roster* frame on the right.

Submit Requests for Addition of New Institutions to Roster

You may submit requests to add new institutions to the cooperative group roster This section covers submitting these requests.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

   The *Cooperative Group Roster Information* window appears.

2. Select **Submit Requests for Roster Changes** from the *Cooperative Group Roster Information window.*

   The *Submit Requests for Roster Changes* window is displayed

3. Select **Submit Requests for Addition of New Institutions to Roster** from the *Submit Requests for Roster Changes window.*

   The left frame is displayed with a list of submitted addition requests. The right frame provides specific information on the first new addition request in the left list.
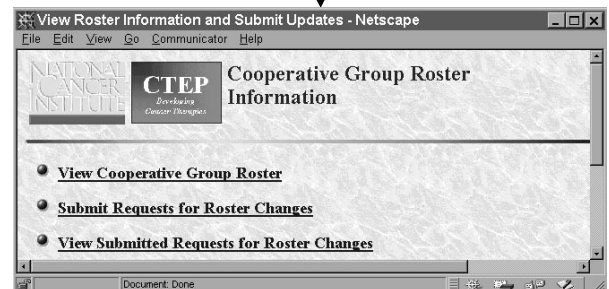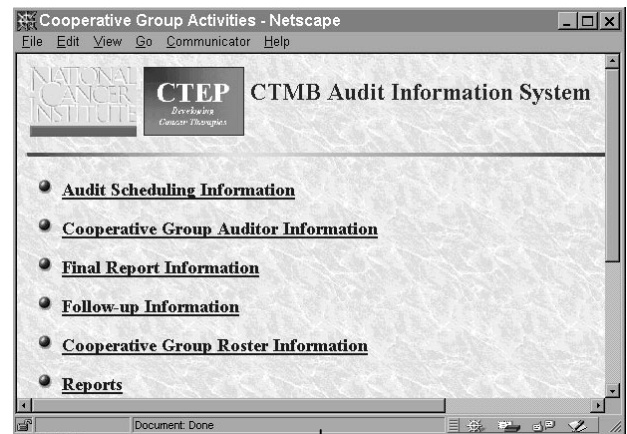
4. Select **New** from the bottom of the left frame.

    A new *Submit Requests of New Institutions to Roster* form appears in the right frame.

5. Type the <u>date of the request</u> in the **Request Date:** field in the MM/DD/YYYY format.

6. Type the <u>name of the requester</u> in the **Requester Name:** field.

7. Type the <u>phone number of the requester</u> in the **Requester Phone:** field.

8. Type the <u>Email address of the requester</u> in the **Requester Email:** field.

9. Type the <u>name of the new institution</u> in the **New Institution Name:** field.

10. Type the <u>address of the new institution</u> in the **Address** and **Address (contd.):** fields.

11. Type the <u>name of the city the new institution is located in</u> in the **City:** field.

12. Click the down arrow for the **State:** field and select the <u>state the new institution is located in</u>.

13. Type the <u>zip code of the city the institution is located in</u> in the **Zip Code:** field.

14. .Select the **Membership Type:** field down arrow and select **Main Member**, **Affiliate**, **CCOP**, or **CCOP Component**.

    The selected option appears in the *Membership Type:* field.

15. Select the **Country Code:** field down arrow.

    The *List of Values: Country Code* window appears with a list of the valid country codes.

16. Select the <u>country code name</u> from the list on the left.

    OR,

17. Type a known part of the name in the **Search criterion for Country Code:** field using the wildcard **%** for the unknown portion, select **Find**, and select the country code name when it is found.

    The *List Of Values: Country Code* window is removed from the screen and the selected code is displayed in the *Country Code:* field of the *Submit Addition of Institution to the Existing Roster* window.

18. Type the date the new institution is to be activated in the **Date of Activation:** field.

19. Click on the **Main Member/CCOP Name:** field down arrow to search for the main member/CCOP name.

    The *List Of Values: Main Member/CCOP Name* window appears.

20. Select the main member/CCOP name from the list on the left.

    OR,

21. Type a known part of the name in the **Search criterion for Main Member/CCOP Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the main member/CCOP name when it is found.

    The *List Of Values: Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Submit Addition of Institution to the Existing Roster* window.

22. Click on the **NSABP and SWOG only (Treatment/Prevention/UCOP):** field down arrow and select **Treatment**, **Prevention**, or **UCOP**.

    The selected option is displayed in the field.

23. Type any internal comments for the group in the **Group's Internal Comments:** field.

24. Type any group comments for CTMB in the **Group's Comments for CTMB:** field.

25. Click on **Yes** or **No** in the **Submit Update Form:** field to select if the update form is to be submitted.

26. Select **Save** from the bottom of the right frame.

    Success is indicated on the *Submit Addition of New Institutions to Roster* frame on the right.

View Submitted Update Requests for Existing Roster

You may review submitted update requests for the existing roster. This section covers reviewing these requests. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

   The *Cooperative Group Roster Information* window appears.

2. Select **View Submitted Requests for Roster Changes** from the *Cooperative Group Roster Information window*.

   The *View Submitted Requests for Roster Changes* window is displayed

3. Select **View Submitted Update Request for Existing Roster** from the *View Submitted Requests for Roster Changes window*.

   The *Query on Submitted Update Requests for Institutions in Roster* window is displayed
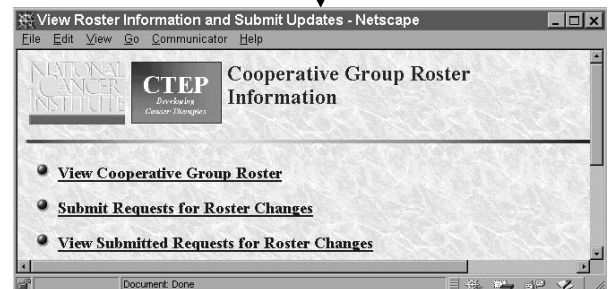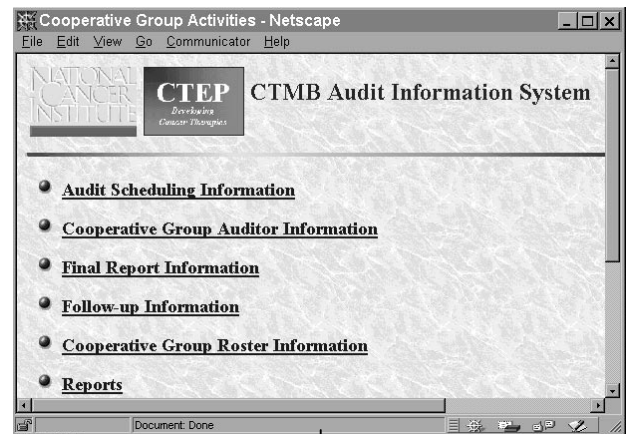
4. Type the request date(s) in the **Request Date (MM/DD/YYYY):** field(s) in the MM/DD/YYYY format.

5. Type the name of the requester in the **Requester Name:** field.

6. Click on the **Current Institution Name:** field down arrow.

   The *List Of Values: Current Institution Name, Institution NCI Code, State Zip Code, Current Membership Type, Main Member/CCOP Name, Current Membership Status, Current Status Start Date, NSABP and SWOG only (Treatment/Prevention UCOP)* window appears.

7. Select the current institution name from the list on the left.

   OR,

8. Type a known part of the name in the **Search criterion for Current Institution Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the institution name when it is found.

   The *List Of Values: Current Institution Name, Institution NCI Code, State Zip Code, Current Membership Type, Main Member/CCOP Name, Current Membership Status, Current Status Start Date, NSABP and SWOG only (Treatment/Prevention UCOP)* window is removed from the screen and the selected name is displayed in the *Current Institution Name:* field of the *Query on Submitted Update Requests for Institutions in Roster* window.

9. Click on **Yes** or **No** in the **Change of Status:** field to select if the status is to be changed.

10. Click on the **New Status:** field down arrow if the status is to be changed and select **Active**, **Terminated**, or **Withdrawn**.

    The selected status is displayed in the *New Status:* field.

11. Click on **Yes** or **No** in the **Change of Membership Type:** field to select if the membership type is to be changed.

12. Click on the **New Type:** field down arrow if the status is to be changed and select **Main Member**, **Affiliate**, **CCOP**, or **CCOP Component**.

The selected type is displayed in the *New Type:* field.

13. Click on **Yes** or **No** in the **Change of Main Member/CCOP:** field to select if the main member/CCOP is to be changed.

14. Click on **Yes** or **No** in the **Change of Institution Name:** field to select if the institution name is to be changed.

15. Select **Find** from the bottom of the window.

The **View Updates Submitted for Institutions in the Roster** listing the institutions which matched the search criteria is displayed in the left frame and the **View Updates Submitted for Institutions in the Roster** listing specific information on the first roster in the left list is displayed in the right frame.

View Submitted Requests for New Additions to Roster

You may review submitted requests for new additions to the roster. This section covers reviewing these requests. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

    The *Cooperative Group Roster Information* window appears.

2. Select **View Submitted Requests for Roster Changes** from the *Cooperative Group Roster Information window.*

    The *View Submitted Requests for Roster Changes* window is displayed

3. Select **View Submitted Requests for New Additions to Roster** from the *View Submitted Requests for Roster Changes window.*

    The *Query on Requests for New Additions to Roster* window is displayed
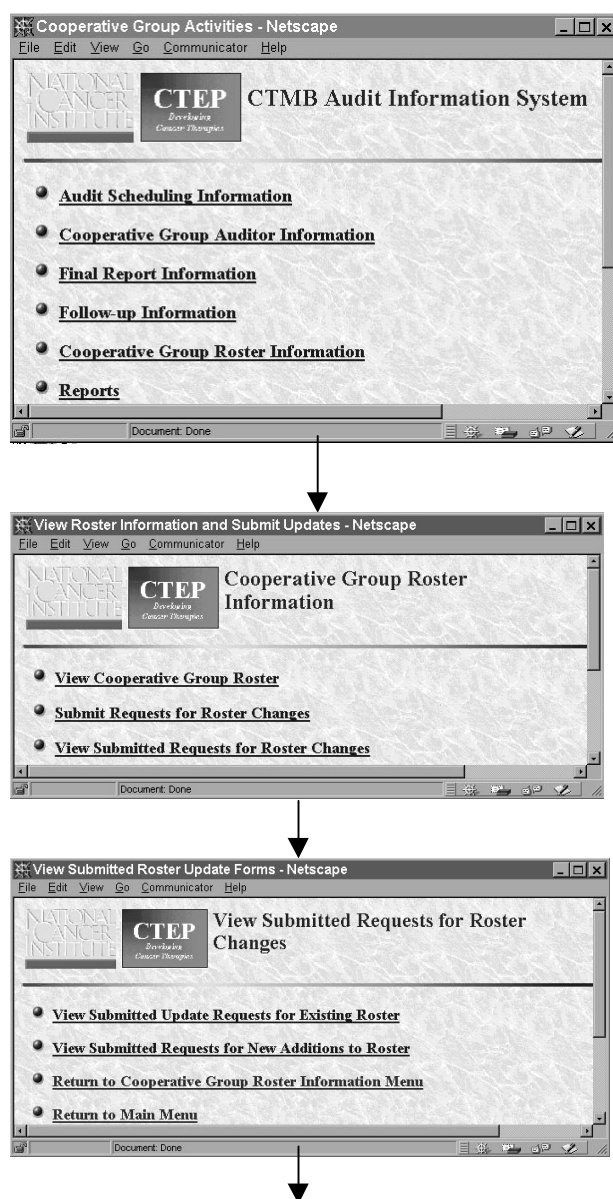
4. Type the request date(s) in the **Request Date:** field(s) in the MM/DD/YYYY format.

5. Type the name of the requester in the **Requester Name:** field.

6. Type the name of the institution in the **Institution Name:** field.

   The selected name is displayed in the *Institution Name:* field of the *Query on Requests for New Additions to Roster* window.

7. Type the name of the city where the institution is located in the **City:** field.

   The selected city is displayed in the *City:* field.

8. Click on the **State:** field down arrow to select the state the institution is located in.

   The selected state is displayed in the *State:* field.

9. Type the zip code where the institution is located in the **Zip Code:** field.

   The selected zip code is displayed in the *Zip Code:* field.

10. Click on the **Membership Type:** field down arrow and select **Main Member**, **Affiliate**, **CCOP**, or **CCOP Component**.

    The selected type is displayed in the *Membership Type:* field.

11. Type the <u>membership start date(s)</u> in the **Membership Start Date:** field(s) in the MM/DD/YYYY format.

12. Click on the **NSABP and SWOG only (Treatment/Prevention/UCOP):** field down arrow and select **Treatment**, **Prevention**, or **UCOP**.

    The selected option is displayed in the field.

13. Click on the **Main Member/CCOP Name:** field down arrow to search for the main member/CCOP name.

    The *List Of Values: Main Member/CCOP Name, Main Member/CCOP NCI Code* window appears.

14. Select the <u>main member/CCOP name</u> from the list on the left.

    OR,

15. Type a known part of the name in the **Search criterion for Main Member/CCOP Name:** field using the wildcard **%** for the unknown portion, select **Find**, and select the <u>main member/CCOP name</u> when it is found.

    The *List Of Values: Main Member/CCOP Name, , Main Member/CCOP NCI Code* window is removed from the screen and the selected name and code are displayed in the *Main Member/CCOP Name:* field and the *Main Member/CCOP NCI Code:* field of the *Query on Requests for New Additions to Roster* window .

16. Click on the **Final Request Status:** field down arrow and select **Not acknowledged**, **Not approved**, **Not approved and returned for update**, or **Approved**.

    The selected option is displayed in the *Final Request Status:* field.

17. Select **Find** from the bottom of the window.

    The **View Submitted Requests for New Additions to Roster** listing window is displayed in the left frame and the first of the listings on the left is displayed in its entirety in the **View Submitted Requests for New Additions to Roster** frame on the right.

Review Reports

You may review all the reports that have been created and submitted. The following section takes you through the process of viewing the various reports and the information they contain.

Review Audit Schedule Detail Reports

You may view audit schedule detail reports once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the ***** and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

    The *Reports* window appears.

2. Select **Scheduling Reports** from the **Reports** window.

    The *Scheduling Reports* window appears.

3. Select **Audit Schedule Detail Report** from the **Scheduling Reports** window.

    The *Report Parameters* window appears.

4. Click on the **Main Member Code:** field down arrow to select the main member code whose parameters you wish to view.

The selected main member code is displayed in the *Main Member Code:* field.

5. Click on the **Main Member Name:** field down arrow to select the main member name whose parameters you wish to view.

The selected main member name is displayed in the *Main Member Name:* field.

6. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

7. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

8. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Audit Schedule Summary Reports

You may view audit schedule summary reports once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

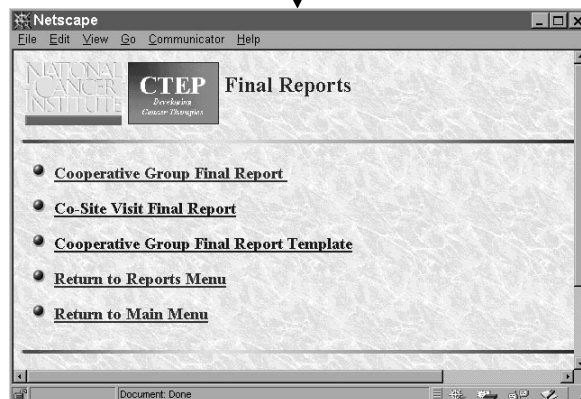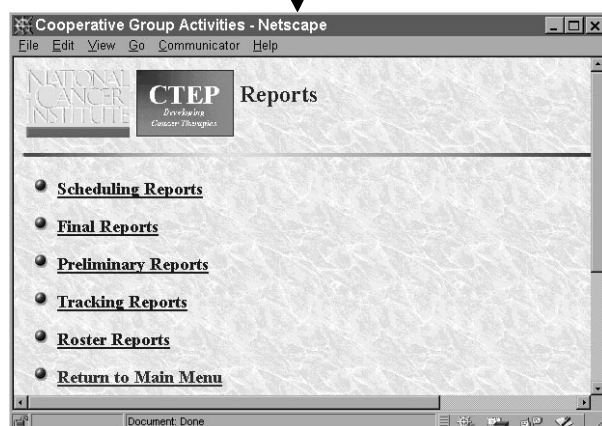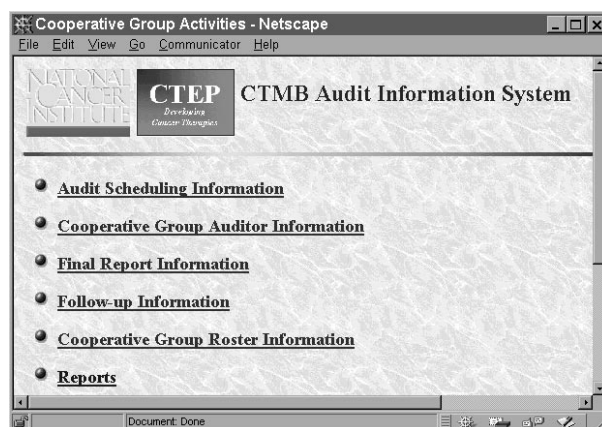1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Scheduling Reports** from the **Reports** window.

   The *Scheduling Reports* window appears.

3. Select **Audit Schedule Summary Report** from the **Scheduling Reports** window.
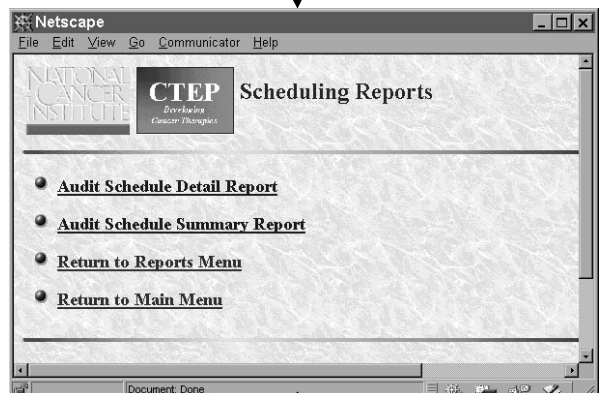
   The *Report Parameters* window appears.

4. Click on the **Main Member Code:** field down arrow to select the main member code whose parameters you wish to view.

   The selected main member code is displayed in the *Main Member Code:* field.

5. Click on the **Main Member Name:** field down arrow to select the main member name whose parameters you wish to view.

   The selected main member name is displayed in the *Main Member Name:* field.

6. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

7. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

8. Click on the **Cosite Visitor:** field down arrow to select the cosite visitor whose parameters you wish to view.

   The selected cosite visitor is displayed in the *Cosite Visitor:* field.

9. Select **Submit Query** from the bottom of the window.

   This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Cooperative Group Final Report

You may view a cooperative group final report once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

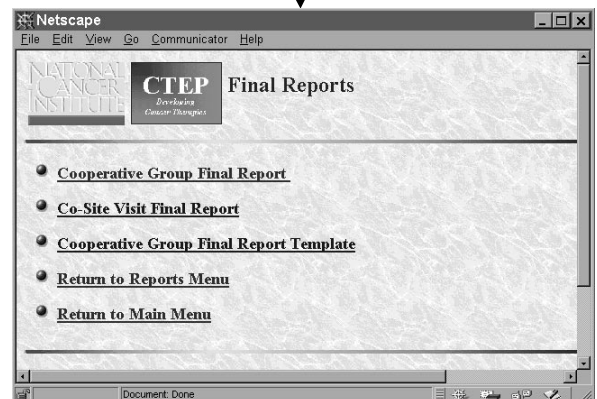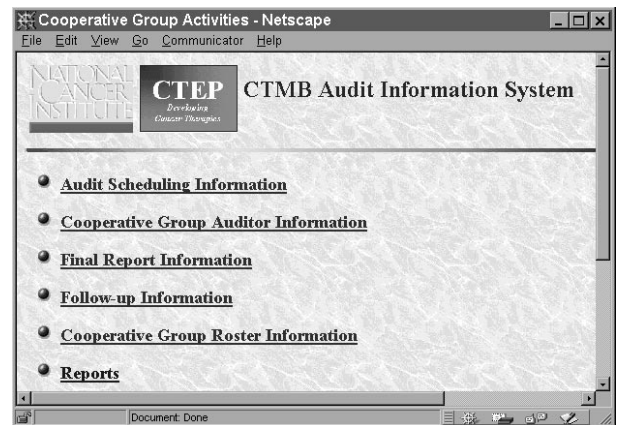1. Select **Reports** from the **CTMB Audit Information System** window.
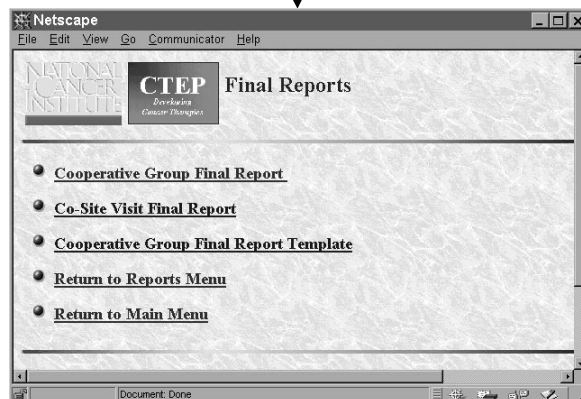
   The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

   The *Final Reports* window appears.

3. Select **Cooperative Group Final Report** from the **Final Reports** window.

   The *Report Parameters* window appears.

4. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

   The selected institution code is displayed in the *Institution Code:* field.

5. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

   The selected institution name is displayed in the *Institution Name:* field.

6. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

7. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

8. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *Auditory Category:* field.

9. Click on the **Submission Flag:** field down arrow to select the submission flag whose parameters you wish to view.

   The selected submission flag is displayed in the *Submission Flag:* field.

10. Select **Submit Query** from the bottom of the window.

    This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Cosite Group Final Report

You may view a cosite group final report once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

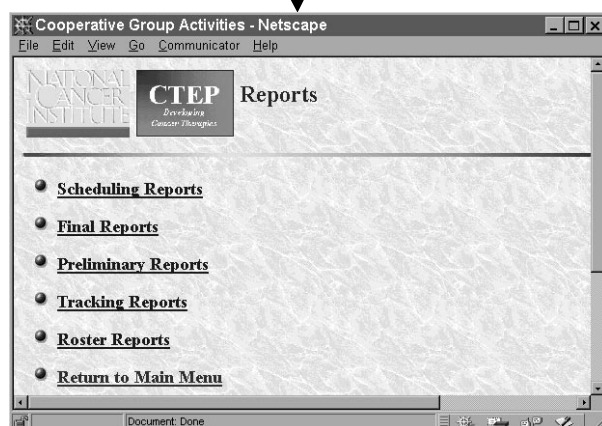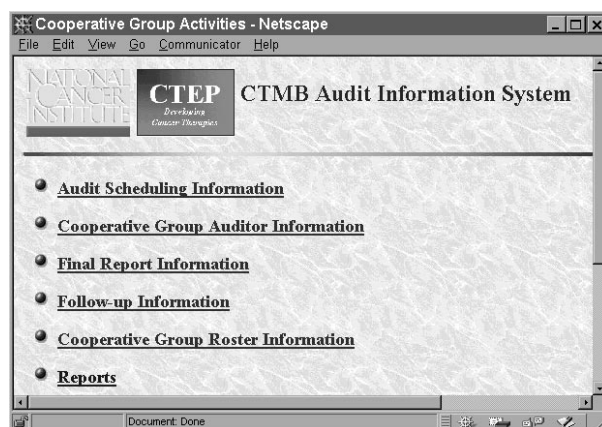1. Select **Reports** from the **CTMB Audit Information System** window.

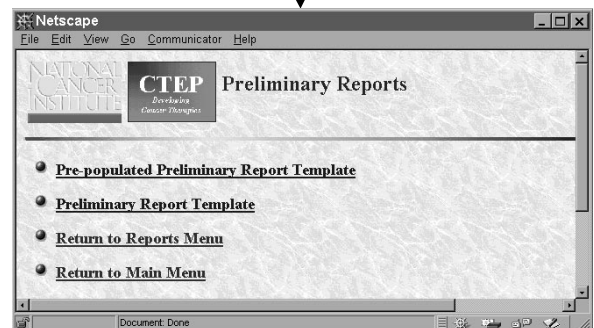   The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

   The *Final Reports* window appears.

3. Select **CoSite Visit Final Report** from the **Final Reports** window.

   The *Report Parameters* window appears.

4. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

   The selected institution code is displayed in the *Institution Code:* field.

5. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

   The selected institution name is displayed in the *Institution Name:* field.

6. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

7. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

8. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *Auditory Category:* field.

9. Click on the **Submitted By:** field down arrow to select the group submitted by whose parameters you wish to view.

   The selected group submitted by is displayed in the *Submitted By:* field.

10. Select **Submit Query** from the bottom of the window.

    This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Cooperative Group Final Report Template

You may view a cooperative group final report template. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

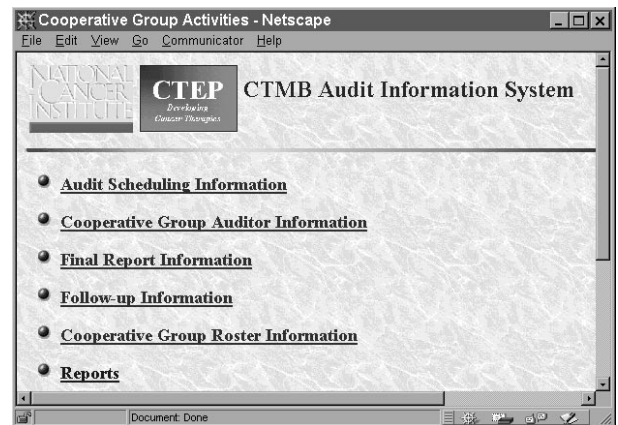1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

   The *Final Reports* window appears.

3. Select **Cooperative Group Final Report Template** from the **Final Reports** window.

   The *Cooperative Group Final Report Template* window appears.

4. This template may be printed or completed using **Acrobat Reader**.

    This option utilizes **Acrobat Reader** to display the template on screen.

Review Pre-populated Preliminary Report Template

You may view a pre-populated preliminary report template. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

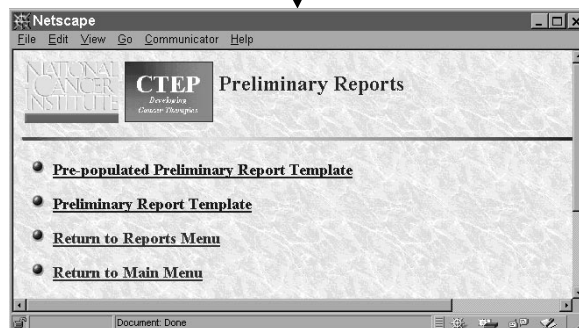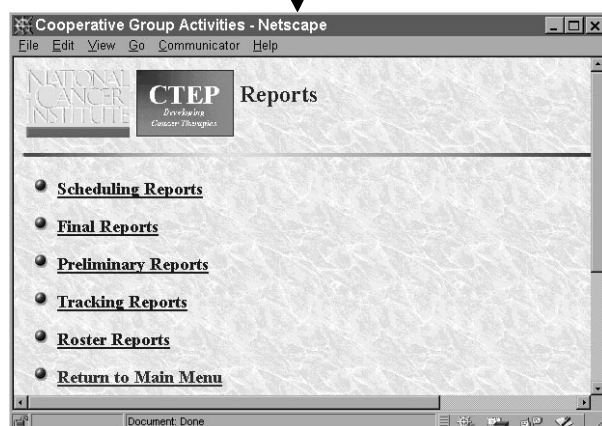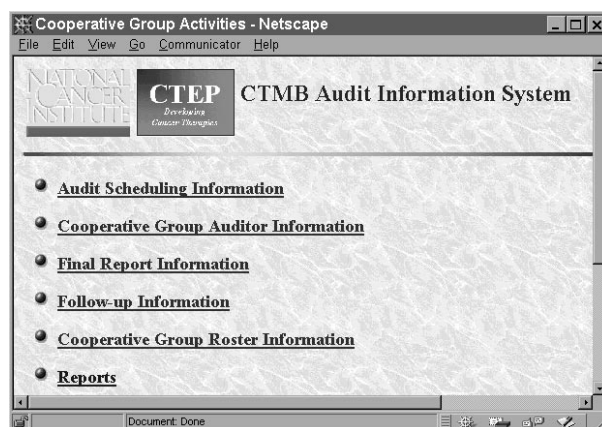1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Preliminary Reports** from the **Reports** window.

   The *Preliminary Reports* window appears.

3. Select **Pre-populated Preliminary Report Template** from the **Preliminary Reports** window.

   The *Report Parameters* window appears.

4. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

   The selected institution code is displayed in the *Institution Code:* field.

5. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

   The selected institution name is displayed in the *Institution Name:* field.

6. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

7. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

8. Select **Submit Query** from the bottom of the window.

   This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Preliminary Report Template

You may view a preliminary report template. This section covers review of these templates. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the ***** and the word **All** will allow for viewing off all options in any given field.

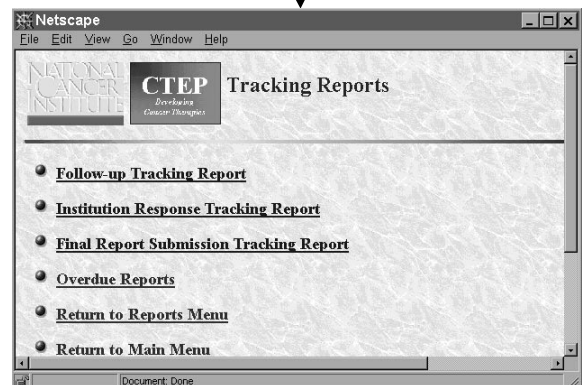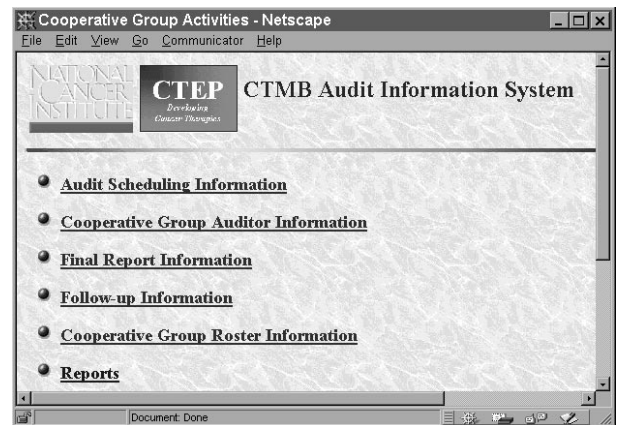1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Preliminary Reports** from the **Reports** window.

   The *Preliminary Reports* window appears.

3. Select **Preliminary Report Template** from the **Preliminary Reports** window.

   The *Preliminary Report of Audit Findings* window appears.

4. This template may be printed or completed using **Acrobat Reader**.

   This option utilizes **Acrobat Reader** to display the template on screen.

Review Tracking Report

You may view a report that tracks specific events. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the ***** and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

   The *Tracking Reports* window appears.

3. Select **Follow-up Tracking Reports** from the **Tracking Reports** window.

   The *Report Parameters* window appears.

4. Click on the **Status:** field down arrow to select the status whose parameters you wish to view.

   The selected status is displayed in the *Status:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

   The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

   The selected institution name is displayed in the *Institution Name:* field.

7. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *Auditory Category:* field.

10. Select **Submit Query** from the bottom of the window.

    This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Institution Response Tracking Report

You may view an institution response tracking report. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.
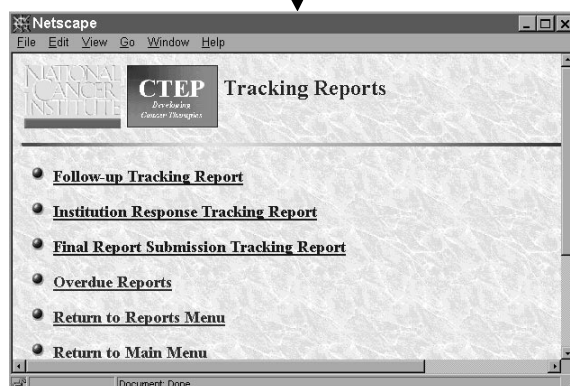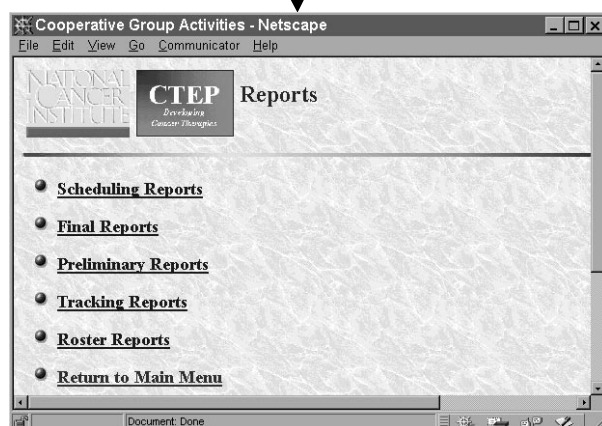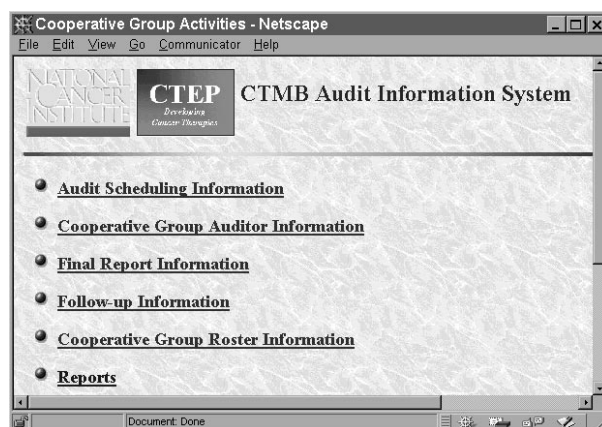
    The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

    The *Tracking Reports* window appears.

3. Select **Institution Response to Tracking Report** from the **Tracking Reports** window.

    The *Report Parameters* window appears.

4. Click on the **Status:** field down arrow to select the status whose parameters you wish to view.

   The selected status is displayed in the *Status:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

   The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

   The selected institution name is displayed in the *Institution Name:* field.

7. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *Auditory Category:* field.

10. Type the <u>date requested from PI</u> in the **Requested Date to PI:** field in the MM/DD/YYYY format.

11. Type the <u>date requested to PI</u> in the **Requested Date to PI:** field in the MM/DD/YYYY format.

12. Type the <u>due date requested from PI</u> in the **Requested Due Date from PI:** fields in the MM/DD/YYYY format.

13. Select **Submit Query** from the bottom of the window.

    This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Final Report Submission Tracking Report

You may view final report submission tracking report. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

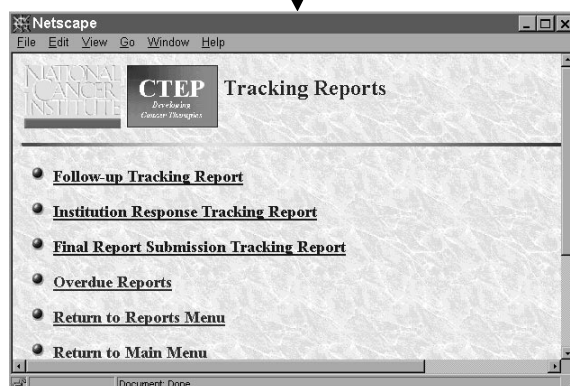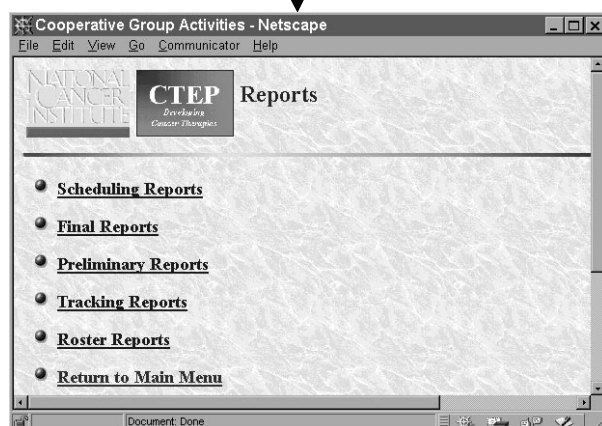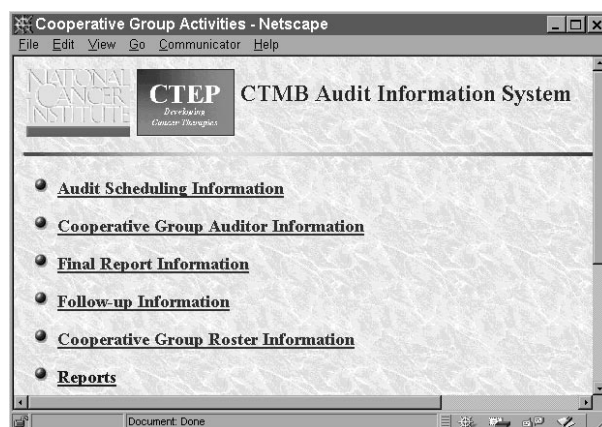1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

   The *Tracking Reports* window appears.

3. Select **Final Report Submission Tracking Report** from the **Tracking Reports** window.

   The *Report Parameters* window appears.

4. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

5. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

6. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.

7. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

8. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

9. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Overdue Final Reports

You may view overdue final reports. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.
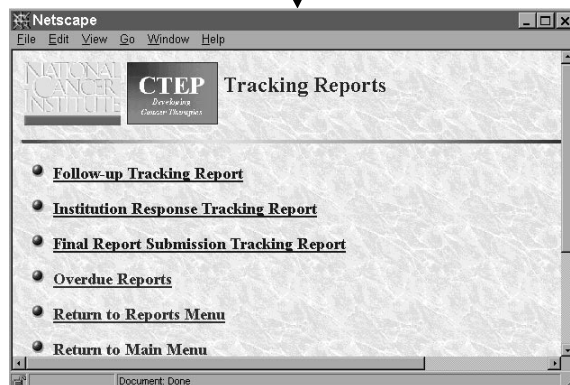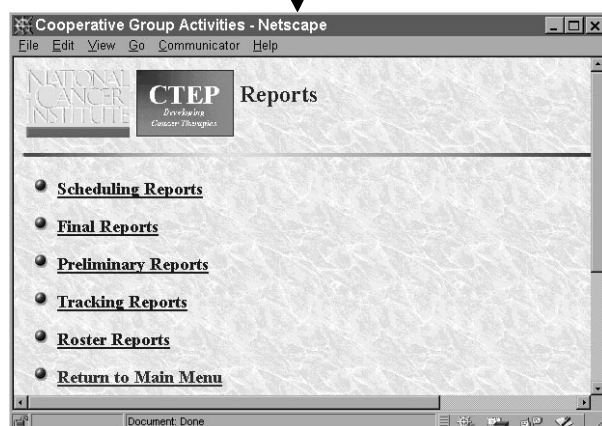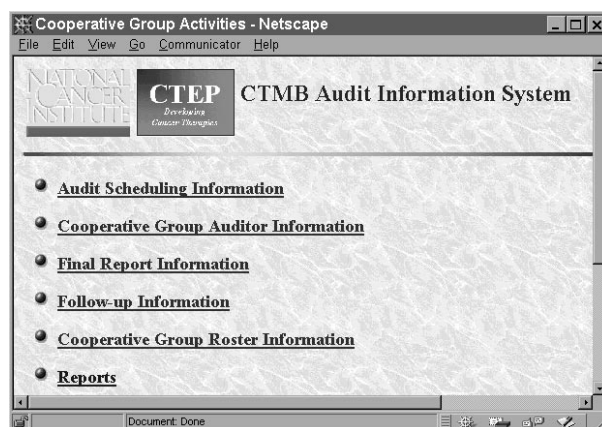
   The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

   The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

   The *Overdue Reports* window appears.

4. Select **Overdue Final Reports** from the **Overdue Reports** window.

   The *Report Parameters* window appears.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

   The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

   The selected institution name is displayed in the *Institution Name:* field.

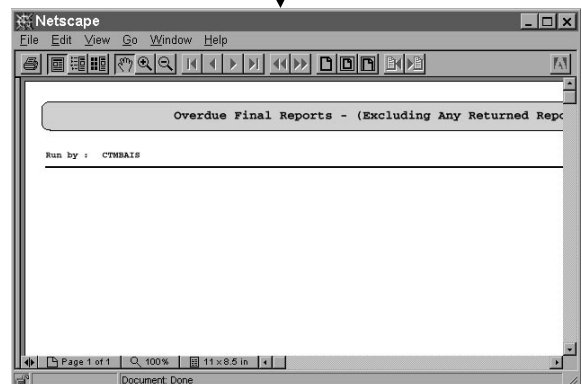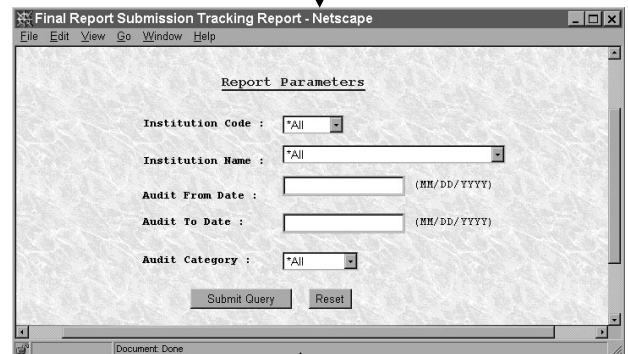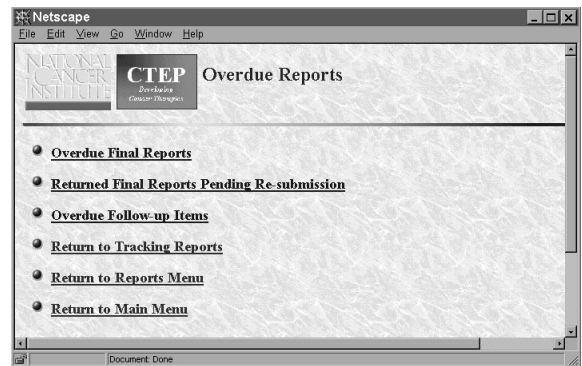7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *Auditory Category:* field.

10. Select **Submit Query** from the bottom of the window.

   This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Overdue Follow-up Items

You may view overdue follow-up items. This section covers review of these items. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the ***** and the word **All** will allow for viewing off all options in any given field.

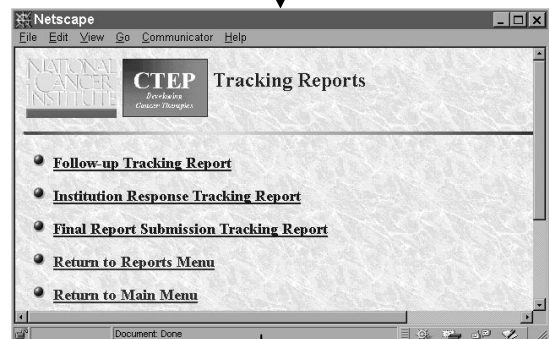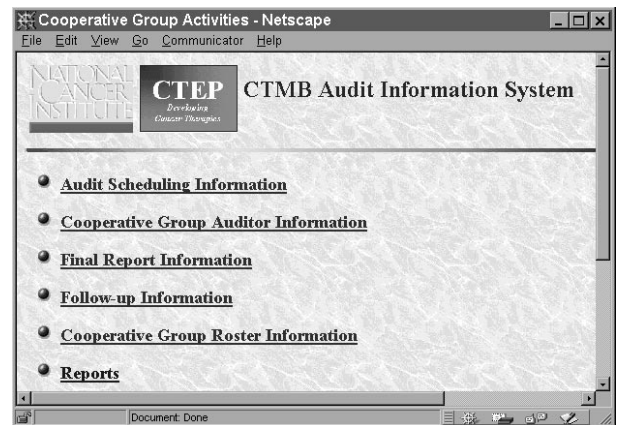1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

   The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

   The *Overdue Reports* window appears.

4. Select **Overdue Follow-up Items** from the **Overdue Reports** window.

   The *Report Parameters* window appears.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

   The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

   The selected institution name is displayed in the *Institution Name:* field.

7. Type the <u>audit from date</u> in the **Audit From Date:** field in the MM/DD/YYYY format.
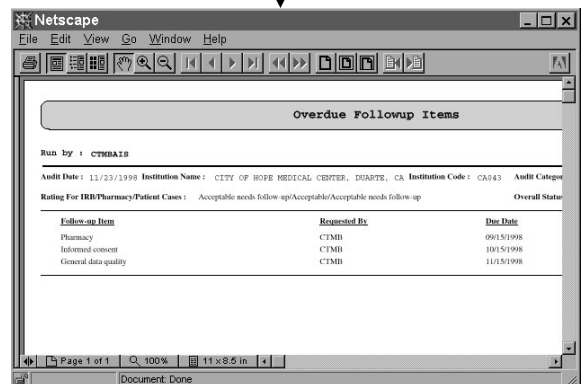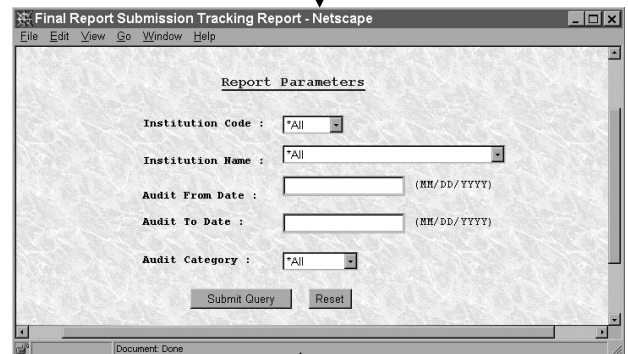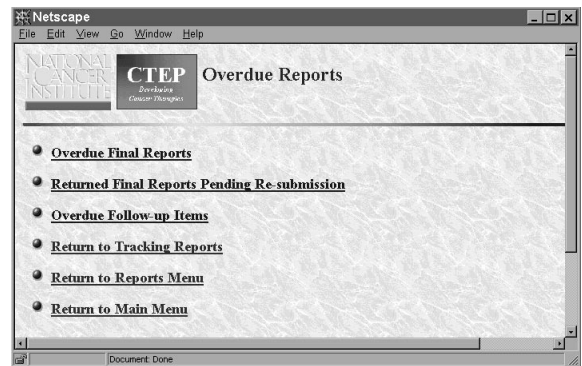
8. Type the <u>audit to date</u> in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *Auditory Category:* field.

10. Select **Submit Query** from the bottom of the window.

    This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review User Defined Cooperative Group Roster

You may view the user defined cooperative group roster. This section covers review of this roster. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.
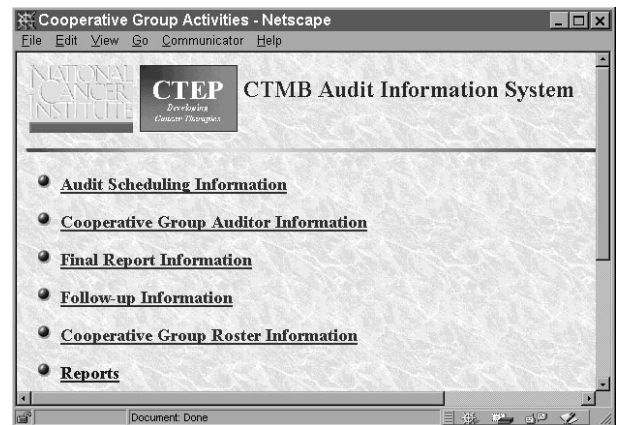
   The *Reports* window appears.

2. Select **Roster Reports** from the **Reports** window.

   The *Roster Reports* window appears.

3. Select **User-defined Cooperative Group Roster Report** from the **Roster Reports** window.

   The *Report Parameters* window appears.

4. Click on the **Membership Type:** field down arrow to select the membership type whose parameters you wish to view.

   The selected membership type is displayed in the *Membership Type:* field.

5. Click on the **Membership Status:** field down arrow to select the membership status whose parameters you wish to view.

   The selected membership status is displayed in the *Membership Status:* field.

6. Click on the **NSABP and SWOG only:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *NSABP and SWOG:* field.

7. Click on the **Sort by:** field down arrow to select the category whose parameters you wish to view.

   The selected category is displayed in the *Sort by:* field.

8. Select **Submit Query** from the bottom of the window.

   This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Review Standard Cooperative Group Roster Report

You may view standard cooperative group roster reports. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

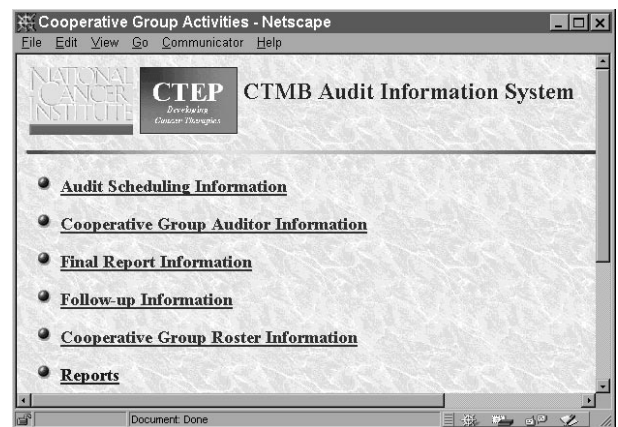1. Select **Reports** from the **CTMB Audit Information System** window.

   The *Reports* window appears.

2. Select **Roster Reports** from the **Reports** window.

   The *Roster Reports* window appears.

3. Select **Standard Cooperative Group Roster Report** from the **Roster Reports** window.

   The *Report Parameters* window appears.

4. Click on the **Membership Type:** field down arrow to select the membership type whose parameters you wish to view.

   The selected membership type is displayed in the *Membership Type:* field.

5. Click on the **Membership Status:** field down arrow to select the membership status whose parameters you wish to view.

   The selected membership status is displayed in the *Membership Status:* field.

6. Click on the **NSABP and SWOG only:** field down arrow to select the audit category whose parameters you wish to view.

   The selected audit category is displayed in the *NSABP and SWOG:* field.

7. Click on the **Sort by:** field down arrow to select the category whose parameters you wish to view.

   The selected category is displayed in the *Sort by:* field.

8. Select **Submit Query** from the bottom of the window.

   This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Manipulating the User Documentation Guide

You may view or print the User Documentation Guide. This guide will take you through a step-by-step process for each process documented in the guide.

View/Print User Documentation Guide

You may view or print the user documentation guide.

Note: Downloading this guide to your terminal will take several minutes to a half hour.

1. Select **View/Print User Documentation Guide** from the **CTMB Audit Information System** window.

   The *User Guide* appears.

   This option utilizes **Acrobat Reader** to display the selected report parameters on screen.